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SOFTWARE VERSION 1.3 IS RELEASED IN THE SUMMER OF 1994)**

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Introduction

CHAPTER I

INTRODUCTION

The purpose of this handbook is to help Regional Office Users understand and operate the automated Unemployment Insurance Benefits Quality Control Regional Monitoring System. The software allows the Regional Monitors to take advantage of automated functions now that Unemployment Insurance Benefits Quality Control data are available on the Unemployment Insurance Database (UIDB).

Since the integrity of the factual data collected in a Quality Control program is critical, a monitoring process was included in the initial design of the UI Benefits Quality Control program, in which the Regional Offices review randomly selected cases from the State BQC programs within their jurisdiction. The role of the Regional Office in the State BQC programs is presented in more detail in ET Handbook #396, the Unemployment Insurance Quality Control Handbook.

This system was developed to help simplify the Regional monitoring process by allowing entry of pertinent facts concerning the monitoring sample that regional staff use when reviewing BQC work performed by State BQC staff. It provides a way for the Regional staff to record their observations of the individual State cases included in their random review sample. Quarterly reports generated manually by the Regions will become automated, and available to National Office staff faster. The individual modules within the system provide an organized recording tool to store, analyze, and retrieve data collected in the general monitoring process.

This guide provides a detailed description of the menu-driven Regional Monitoring system designed specifically for Benefits Quality Control. It covers each operation of the system that QC monitoring staff use regularly. It does not attempt a detailed description of the **UNIX** operating system nor the **Informix Relational Database Management System** both of which function as the basic operating framework behind the menu driven

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software. For help in operating system areas, refer to the manuals prepared by the vendors of these software packages.

The Sun systems in the States are contacted by the Unemployment Insurance Service (UIS) Data Processing Network nightly. Data contained in the Unemployment Insurance Database (UIDB) is automatically updated. This makes it possible to select a Regional Monitoring sample from the UIDB.

Once the sample is pulled by the Region, the monitor can print the reports (in the Regional Office) necessary for monitoring. Regional Office Case Numbers will be assigned by the system, copies of the Data Collection Instrument (DCI), the Sample Selection Report, Case Review Reports, and Monitor Discussion forms are generated. If desired, the Monitor can forward a copy of the forms to the State by electronic mail, so that the State Quality Control Unit can begin assembling the items needed to perform the monitoring review.

Just a few technical notes may help users to become more accustomed to the Regional Monitoring system. Like other UIS functions which use the Sun Microcomputer system (i. e., UI Required Reports), the Quality Control software is based on the Informix Relational Database Management System. Certain commands, or methods of operating the system are dictated by the Informix system. It is not required that Regional Office Users become proficient in Informix to do basic functions. For Regions to do more than basic functions they will need to learn the Informix Standard Query Language.

TEXT EDITING:

In this system, certain text editing functions do not operate in the same manner as standard wordprocessing or text editing commands. These characteristics appear most evidently in the text entry fields provided in this system, like the comments fields in Exceptions Recording. The notation **Ctrl-h** means that you should press the key marked "Ctrl" simultaneously while pressing the letter "h". It is like using the shift key on a manual typewriter in combination with another key.

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Examples:

- To **backspace** while in the Comments fields which are available in the Exceptions Recording Screens, you must use **Ctrl-h** to move the cursor backwards.
- To **delete** the text beneath the cursor, **Ctrl-x** must be depressed.
- To change the text entry function of "Insert" to "Overstrike", and back again, use **Ctrl-a**.
- If the screen becomes distorted, **Ctrl-r** gives the system a command to refresh the screen.

TELEPHONE ACCESS:

The standard way to access the Unemployment Insurance Data Processing Network will be through the telephone lines, using a device called a modem. It converts the codes and signals used by both the Regional and the National Office computers to allow information to be transmitted over the telephone lines. These devices may operate in several modes, and at many different speeds. Usually, the Regional Office user will login through a modem provided on the LAN. Information in Appendix A of this guide provides basic instructions on communications procedures to follow.

If no LAN equipment is available to the user, other steps can be taken to connect to the UIDB. In order to work around this difficulty, users are encouraged to consult the Designated Microcomputer Liaison person in the Region. Technical staff in the National Office also could assist, but the advantage of being "on site" makes the Designated Microcomputer Liaison (DML) the best first contact for assistance.

PRINTING:

Another area of operation that merits discussion is the method of obtaining printed copies of the various reports, and other documents. The most reliable printing configuration is the standard Local Area Network (LAN) in the Regional Offices, which use a shared laser printer. This will be the designated method of access which will be supported. Users selecting the option to

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print from the system's menus will cause the output to be produced on the LAN printer in their offices.

PLEASE NOTE:

At times, the EM220 or EM320 software interacts with printers and LAN software so as to cause the print job you order through the Regional Office Monitoring Software to pause for some time before actually printing. Two actions can trigger the print job to start on the printer. You may exit from your session on the Sun system and exit from the EM220 or EM320 program. This inconvenience causes you to break the modem connection, and not be able to continue using the Regional Office Software. The other way to start the printer is to simultaneously press the Control (CTRL), Alt (ALT), and the Asterisk () key (from the numeric keypad on the righthand side of the keyboard. This key combination, if used while still logged onto the Sun system, can also start the print job.*

If a user connects to the UIS Data Processing Network through another method, outside the Local Area Network (LAN) and not using a LAN (shared) printer, results may be unpredictable.

If necessary, files may be transferred to the PC from the UI Data Processing Network. A file transfer program called "Kermit" as well as the "terminal log" feature of EM220 or EM320, the communications package provided by the Employment and Training Administration's Office of Information Resources Management (OIRM) may be used. The files produced by the Monitoring system can be "downloaded" or transferred to the PC and then printed (with some minor adjustments) through any of the printers available on the LAN. Details are provided in Appendix A.

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INDIVIDUAL CASE IDENTIFICATION

When a sample is first selected for each State, the system assigns a Regional Office Case Number (rocase). These numbers are unique within each State's regional monitoring sample but not unique within the whole monitoring system.

Each State is identified by its alphabetical two letter FIPS Code abbreviation (i.e. IN - Indiana, NJ - New Jersey)

An RO Case #93001 can exist in all of the States within the Region. There are two sets of critical case identifying numbers or symbols. They include the RO Case # (rocase) and alphabetical State (two letter) FIPS code (rostate); and the Batch and Sequence numbers, and the Case Type.

This system will ask you to specify a State whenever you request individual case specific information.

TIP: To request a copy of the Data Collection Instrument Report (DCI), you must know the Batch and Sequence Number, and Case Type of the case desired. To request any other individual case reports offered in this system, you must use the Regional Office Case # (rocase).

<i>You need this:</i>	<i>To get this:</i>
<i>Batch #, Sequence #, Case Type (robatch, roseq, rocatyp)</i>	<i>DCI Report</i>
<i>Regional Office Case # (rocase)</i>	<i>Monitor Discussion Form and Case Review Report</i>

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MENU NAVIGATION

```

** m_0 **
                                UIS REGIONAL OFFICE MAIN MENU
-----
1      (D)esk Management
2      (B)enefits Quality Control
3      (U)I Required Reports
4      Corrective (A)ction Plan
5      (C) Shell - Escape to Unix Command Line
6      (L)ogout - Choose this first, before typing Alt-X to exit

-----
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN, or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help                <Ctrl-c> Cancel                <Ctrl-x> Logout

```

Figure I-1

There are various ways of selecting an item featured in the menu system of the Regional Monitoring system. The first menu you will encounter when you log onto the UI Data Processing Network will be the UIS REGIONAL OFFICE MAIN MENU.

For example, to select the Benefits Quality Control Menu the user can:

- (1) Press the number in front of the item, in this case, press '2' or;
- (2) Press the letter within the parenthesis, in this case the 'b' or 'B' key or;
- (3) Using the cursor keys or the space bar to move around the screen until '(B)enefits Quality Control' is highlighted and pressing RETURN.

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Note the bottom line of the menus or screens. This shows you additional commands that are available within that screen. The command line shows help is available if you press **Ctrl-w**. This may be the most important feature of the BQC software for you to learn. The notation **Ctrl-w** means that you should simultaneously press the key marked "Ctrl" while you press the letter "w". It is like using the shift key on a manual typewriter. When you use the **Ctrl-w**, a new screen will appear with additional information about the item at the cursor (this type of help information is called context sensitive help because it offers additional information about the particular function of the system you are using at the time. It also is available for most prompts. Try **Ctrl-w** even if there is no specific notation on the screen. Most times "Help" will appear on the monitor.

Now look at the top left corner of the main menu. There you see the screen id. This is also the "path" name on vertical menus. Each menu has a unique path name. Experienced users can avoid the subsequent menus and go directly to the program they wish to run if they know the correct path name. The screen id also is important because it identifies where you are in the system at any given time.

DIRECT PATH COMMANDS

You can move within the menu system by using these direct path commands. Pressing "/" will move the cursor to the bottom of the screen, where you can enter the path numbers shown below. Press **Enter** and the system will move to and display the menu you requested.

```
/0   UIS REGIONAL OFFICE MAIN MENU

/01  (D)esk Management
/011      (E)lectronic Mail
/012      (D)atabase Management System (isql)
/013      (S)pss
/014      (C)hange Password

/02  (B)enefits Quality Control
/021      (C)ase Management
/0211     (E)xceptions Recording
/0212     (S)ample Selection
/0213     (C)ase Management Reports
/02131    Case (A)ctivity Report QC-8
/02132    (R)eopen History Report
```

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/02133 Regional Office (E)xceptions Report QC-7
/02134 (D)CI Report
/02135 (C)ase Review Report
/02136 (M)onitor Discussion Form
/02137 Recover (P)rior Sample Selection

/022 (S)tatistical Reports
/0221 (A)nnual Report
/0222 (E)rror Rates
/0223 (S)tandard Statistical Reports
/02231 (P)ayment Status Report
/02232 (E)rror Cause Summary
/02233 Error (R)esponsibility Summary
/02234 Point of (D)etection Error Summary
/02235 (W)ork Search Summary
/02236 (B)ase Period Wages Report
/02237 Recover (S)tatistical Reports

/023 Standard (R)eports
/0231 (O)fficial Time Lapse Report QC-6
/0232 (S)ample & Population Reports
/02321 Sample Selection Summary QC-5(A)
/02322 Sample Selection by State and Batch QC-5(B)
/02323 Sample Selection

/024 (C)urrent Database Status

/03 (U)I Required Reports

/04 Corrective (A)ction Plan

/05 (C) Shell - Escape to Unix Command Line

/06 E(x)it

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BENEFITS QUALITY CONTROL MAIN MENU. The screen on your monitor will look like Fig. I-2 when you first log on to the Benefits Quality Control (BQC) Regional Monitoring System. As a means of identifying the different versions of this system as it is further developed, a version number appears after the menu title. This version number will be incremented as later versions are produced. The direct path to this menu screen is /02.

```
m_02

                                BQC MENU - Version 1.1
-----
1      (C)ase Management
2      (S)tatistical Reports
3      Standard (R)eports
4      Current (D)atabase Status
5      E(x)it to the Previous Menu

-----
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN, or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help                <Ctrl-c> Cancel                <Ctrl-x> Logout
```

Figure I-2

At this point the Regional Office user may choose to use:

1 (C)ase Management, to work on QC monitoring cases; this includes the recording of exceptions, the selection of the monitoring sample, and the generation of reports needed to conduct a monitoring review;

2 (S)tatistical Reports, to generate specialized Statistical Reports;

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3 Standard (R)ports, to generate an Official Time Lapse Report for a selected State, or more generic reports based on data contained in the monitoring database;

4 Current (D)atabase Status, to generate a report which indicates the date of the last pickup of Quality Control data from all the states within the Region.

LOGOUT PROCEDURES. Before you disconnect your telephone connection, it is important to properly discontinue all computer activity that you started by first logging onto the UI system. Failure to do so can create an unacceptable drain of valuable computer memory space. It can also keep the modem you used from accepting any more incoming phone connections until it is reset by System Administration staff.

As you exit back through the menu system, an option will appear on the command line at the bottom of the menu, **<Ctrl-x> Logout**. Press this to leave the menu system and return to your original login prompt (uis1:/homedir3/monitorname).

If you exit back through the menu system all the way to the first menu, select menu selection #6 from the UIS REGIONAL MAIN MENU. This action turns off the menu system. To exit from the whole system and close out all your data processing activity, press Ctrl-d. (Selection 6 shown below);

"6 (L)ogout - Chose this first, before typing Alt-X"

When you exit from menu control, a display of your login prompt will appear. It usually looks like this;

uis1:/homedir3/monitorname

If the login prompt is still on the screen, you still have activity on the UIS network. To stop all your computer processes, press the Ctrl-d key sequence by pressing the key marked Ctrl, and the "d" key. The system will close your session, and the screen may display several different random characters. To hang up your end of the telephone connection, press Alt-p to go to the automatic dialer screen, and press the F4 key. You can then press Alt-x to hang up your modem through the EM 220 or EM 320 software and end your telecommunications session.

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Case Management

CHAPTER II

CASE MANAGEMENT

Case Management Menu. Although the Sample Selection function appears to be the logical first choice to start the monitoring process, Data Processing standards require that the most frequently used function appear at the top of the menu. Therefore, the Exceptions Recording function appears as selection #1 on this screen, since QC monitors generally will access individual QC case data more frequently than they pull samples.

```
m_021

                                CASE MANAGEMENT MENU
-----
1      (E)xceptions Recording
2      (S)ample Selection
3      (C)ase Management Reports
4      E(x)it

-----
Use the directional arrow keys or the space bar and press RETURN or
press the number preceding or the letter in parentheses to select the
application you wish to run
<Ctrl-w> Help          <Ctrl-c> Cancel          <Ctrl-x> Logout
```

Fig. II-A-1

The display on your computer screen looks like Fig. II-A-1 when you select the first option, Case Management, for the selection and management of cases in a QC Monitoring review conducted by the Regional Office. From the Case Management Menu, users may choose to:

1. record (E)xceptions data obtained from a monitoring review of a State's QC activity by pressing 1, "E", or <Enter> when highlighting option #1;

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Exceptions Recording

/0211

2. perform a (S)ample selection to pull a random group of QC cases from the State's QC database by pressing 2, "S", or <Enter> when highlighting option #2;
3. generate (C)ase Management Reports for use in the QC monitoring process by pressing 3, "C", or <Enter> when highlighting option #3.

Exceptions Recording. The purpose of the "Exceptions Recording" program is to provide Regional monitors with a tool for updating case information and recording exceptions. The screen on your computer terminal looks like Fig. II-A-2 when you select the first option, Exceptions Recording. Use this function for the recording and management of exceptions data obtained in a QC Monitoring review by the Regional Office.

```
br_excepl
-----
                        REGIONAL EXCEPTIONS RECORDING
-----

                        RO Case Review ID:

                        State      :

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
<Ctrl-]> Accept         <Ctrl-b> PrvField

Enter the Regional Office Monitor who reviewed the case
```

Fig. II-A-2

Users enter the login ID (account name) of the Regional Office Quality Control Monitor who reviewed the case in the area designated as "RO Case Review ID". In the next field, users enter the alphabetical two letter FIPS Code ID of the desired State and press <Enter>. The prompt "RO Case #" appears along with a note referring to the allowed search parameters, as shown in Fig. II-A-3.

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Exceptions Recording

```
br_excepl
-----
                        REGIONAL EXCEPTIONS RECORDING
-----

                        RO Case Review ID:

                        State           :

                        RO Case #      :

Note: You can enter search parameters, with this syntax:
= (equal to), > (greater than), < (less than),
>= (greater than or equal to), <= (less than or equal to),
: (range), | (or)
Examples: >91002, <91010, >=91001, 91001:91005, 91003|91005

<Ctrl-[> Accept   <Ctrl-c> Cancel

Enter Case Numbers or press <ENTER> to select all cases
```

Fig. II-A-3

Enter the desired Regional Office (RO) Case ID number or range. You may wish to access only one case or a number of cases from the State. Enter case selection parameters in the field labeled "RO Case #:". If you press only <Enter> at this prompt, you select all the unclosed sampled cases. However, if the number of unclosed cases is large, this method may take more time than if you specify the case number(s).

Use Boolean expressions to select more than one case. These expressions are: = (equal to); > (greater than); < (less than); >= (greater than or equal to); <= (less than or equal to); : (range); | (or). For example:

- >91002 - all cases greater than case number 91002
- <91010 - all cases numbered less than 91010
- >=91001 - all cases greater than or equal to 91001
- 91001:91005 - all cases in the range from 91001 to 91005
- 91003|91005 - either case number 91003 or 91005, or both.

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Exceptions Recording

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```
br excep2:  MonInfo Xceptions Close Update Next Previous Exit
Modify Case Information
-----
State :                NJ                Mail or Onsite:      O
RO Case # :            92012              Review Date:    05/14/1992
Batch # :              9136              Closure Date:
Sequence # :           3                State Reopen:      N
-----
General Case Comments (maximum 6 lines):
```

Fig. II-A-4

If more than one case is selected, the program sorts the cases by the order of Regional Office Case Numbers, with the lowest number being displayed first. Closed cases do not appear. After you select the cases, a ring menu appears displaying the case information. You may now either record new exceptions or edit previously entered exceptions. The screen looks like that shown in Fig. II-A-4.

The Exceptions Recording program allows a you to create, add, update or delete the information obtain during the monitoring review. It also automatically refers back to the State DCI if an exception was a DCI data element.

At this point, you can select the following options from the ring menu displayed in Fig. II-A-4: 'MonInfo', 'Xceptions', 'Close', 'Update', 'Next', 'Previous', 'Exit'. These seven commands operate from the main Exceptions Recording screen, which is labeled br_excep2.

MonInfo: Fig. II-A-5 shows the 'MonInfo' screen. The 'MonInfo' option allows updating of the Review Date, review method (Mail or Onsite), and the General Comments Field. 'MonInfo' stands for Monitor Information, or fixed case information, which is entered by the monitor.

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Exceptions Recording

```
br_excep3:  <Ctrl-w> Help    <Ctrl-g> GotoMenu <Ctrl-c> Cancel
             <Ctrl-[]> Accept <Ctrl-b> PrvField
-----
State       :      NJ                      Mail or Onsite:      O
RO Case #   :    92012                     Review Date:    05/14/1992
Batch #     :    9136                     Closure Date:
Sequence #  :      3                      State Reopen:      N
-----
General Case Comments (maximum 6 lines):
```

Fig. II-A-5

Method of review (Mail or Onsite), Review Date, and General Case Comments are the only fields open for data entry on this screen.

The program stores General Case Comments in the br(#)_comments table in the UIDB database. This field can hold up to 420 characters, or 6 lines of comments. Entry of data here is optional; comments are not necessary.

Exceptions: Use the 'Xceptions' option to add, update, or delete exception data and comments for a case. Enter more specific case information obtained in the monitoring review of the State's QC cases from the screen shown in Fig. II-A-6. Press <Ctrl-w> to obtain Help information for the field where the cursor is.

The control characters at the top of the screen indicate how you can move from screen to screen and from field to field. If you enter an exception in error, you can delete it. To delete an exception, the user should press <Ctrl-e> while in the screen which displays that exception. Whenever you delete an exception, any exceptions which had been entered after are automatically renumbered to adjust for the deleted record.

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Exceptions Recording

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```
br_excep4: <Ctrl-p> PrvScreen  <Ctrl-n> NxtScreen  <Ctrl-e>DeleteRec
           <Ctrl-[> Accept    <Ctrl-b> PrvField

-----
State      :      NJ                      Mail or Onsite:      O
RO Case #  :      92012                   Review Date:   05/14/1992
Batch #    :      9136                   Closure Date:
Sequence # :      3                      State Reopen:      N
-----
Exception #      :      1
Requirement Code :
Issue/Point/DCI Code :
Correct DCI Value :
Disposition Code :
RO Detect ID      :
RO Resolved ID    :
Resolved Date     :

Exception Comments (maximum 4 lines):

<Ctrl-w> Help          <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
(Variable prompt is displayed here, depending on which field the
cursor is in)
```

Fig. II-A-6

Note that changes made to a screen or case during an exceptions recording session are not saved, added to, or deleted from the database until you use the "Update" option before exiting the exceptions recording program. If you try to exit the program without using the "Update" function, a message asks, "Do you want to update at this time (Y/N)?" Choose "yes" and the cursor returns the "update function at the top of the ring menu. This alone does not save your information. You must complete the save process by pressing the <U> key, or pressing <Enter> while "Update" is highlighted.

After completing your work on the Xceptions screen for a given case, press <Ctrl-[>. This returns you to the previous screen (br_excep2). Remember <Ctrl-[> does not save the data to the database.

The system is very precise about the relationship of the information in each field. Entries in the Xceptions screen are the most closely checked for consistency with earlier entries. This is because the system frequently must refer back to the State DCI for the same case

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/0211

Exceptions Recording

and field referenced. In the Xceptions screen (br_excep4) the following fields are open for data entry:

Exception Number - The first exception screen carries the number 1. When you enter the last variable field for exception #1, a fresh exception screen appears with the number 2.

Requirement Code - This code identifies the methodology requirement to which the SESA did not adhere.

(a) Identification Series - The QC Unit did not identify an issue:
110 = The unidentified issue could potentially affect the key week.
120 = The unidentified issue could not affect the key week.

(b) Pursuit Series - The QC Unit did not pursue issues to a supportable conclusion:

- 210 = Obtain adequate facts from the employer.
- 220 = Obtain adequate facts from the claimant.
- 230 = Obtain adequate facts from third parties.
- 240 = Obtain adequate facts from SESA.
- 250 = Obtain a necessary rebuttal.
- 260 = Refer to another unit for pursuit.
- 270 = Other, not elsewhere classified.

(c) Resolution Series - The QC Unit did not properly resolve issue:
310 = Issue a monetary redetermination.
320 = Issue a nonmonetary determination or redetermination.
330 = Issue a monetary redetermination consistent with written State law/policy.
340 = Issue a formal/informal nonmonetary determination or redetermination consistent with written State law/policy.
350 = Afford due process.
360 = Take other actions.
370 = Other, not elsewhere classified.

(d) Procedure Series - The QC Unit did not apply QC procedure correctly:

- 410 = Include documentation.
- 420 = Properly record information.
- 430 = Conduct original fact finding/verify facts, in person, or explain.
- 440 = Attend appeal hearings, or explain.
- 450 = Follow Interstate procedures, or explain.

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- 460 = Account for all sampled cases/enter data into the system.
- 470 = Other, not elsewhere classified.

(e) Coding Series The QC Unit did not code the case accurately:

- 510 = Process data accurately, careless.
- 520 = Process data accurately, misunderstanding.

(f) Other - Miscellaneous

- 900 = Grossly incomplete (case cannot be reviewed without significant improvement)

Issue/Point/DCI Code - This item provides for input on the source of the requirement code. It identifies the methodology requirement code as an issue exception, a process exception, or a DCI exception.

TIP: When entering selected DCI code items to identify an exception, it is not necessary to fill the entire data field with the DCI code, i. e., you can enter g1 not g01 when noting an error on the Work Search Requirement field of the DCI.

If the Regional Office Monitor determines that the exception is within the purview of the Error Issues category, the user must enter the error issue DCI code here (e.g., e11), and the system will ask for the number of the error issue (e.g., #1, 2, etc.)

(a) The Requirement exception relates to an ISSUE involving:

- 010 = Monetary eligibility
- 020 = Covered Employment
- 030 = Dependency
- 040 = Qualifying Wages/Work on Subsequent Benefit Year
- 050 = Seasonal Wage Credits
- 060 = Employed
- 070 = Separation, voluntary quit
- 080 = Separation, discharge
- 090 = Labor Dispute
- 110 = Work Refusal
- 120 = Removal of a disqualification
- 130 = Able to work
- 140 = Available for work
- 150 = Actively seeking work
- 160 = Other Eligibility issues
- 170 = Between terms denial

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- 180 = Issuance of Overpayment/Underpayment Actions
- 190 = Disqualifying wages

- 210 = Disqualifying income
- 220 = Fraud/Misrepresentation
- 230 = Employment Service (Job Service) Registration
- 240 = Alien Status
- 250 = Other issues, not elsewhere classified.

(b) The Requirement exceptions relate to an investigative process involving:

- 100 = SESA records
- 200 = Claimant interviews
- 300 = Base Period Wage verifications
- 400 = Employer Separation statements
- 500 = Work Search, Union, Private Employment Agency
Interviews/Verifications
- 600 = Other Income, Work and Earnings Verifications
- 700 = Agency Policy Statements
- 800 = Case Completion/Summary of Investigation
- 900 = Other process points, not elsewhere classified

Correct DCI Value - The correct DCI value according to Regional Office monitor, if known.

This field can be characters or whole numbers 0 through 9. If the value in the State DCI is a date, then positions 3 and 6 are reserved for "/" symbol. This field can be empty if the exception is not a DCI item. The default is empty.

Disposition Code - This code reflects the current status of the exception. This code may be 2, 3, 4, or 5. Assigned by the software (Automatic dci checking) if it is a DCI exception, or recorded by the monitor if the exception is not a DCI error.

Code 2 - Resolved. When an exception has been corrected or it has been agreed that no correction will be made. This code constitutes monitor approval of the changes and monitor sign-off.

Code 3 - Disputed. The case cannot be resolved between the SESA and the Regional Office monitor. This code constitutes final action and monitor sign-off.

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Code 4 - Pending. The case exception has been discussed with the SESA QC Supervisor and corrective action has been agreed upon, but is not completed. This code constitutes work-in-progress and does not indicate monitor sign-off.

Code 5 - Reviewed but not discussed. The case has been reviewed completely and the monitor discussion form has been filled out, but the QC supervisor and the monitor have not yet discussed the exception in order to reach a resolution.

NOTE: When entering comments in the Exceptions Recording screen, the information at the top of the screen regarding Ctrl-n is incorrect. In most of the screens used by the system, Ctrl-n moves users to the next record or exception. In the comments area it does not perform that function. It adds a blank line on the line where the cursor is positioned.

Exception Comments - This area allows the monitor to enter a specific narrative commenting on this exception. It is optional, and no entry is required. This field can hold a maximum of 4 lines of comments. The program stores these comments in the br(#)_comments table of the UIDB database.

While you enter exceptions information in the "Xceptions" screen, the system automatically provides a blank entry screen showing the next exception number (advanced by 1) from the previous exception number. When the last data element is filled in, you advance to the next numbered blank screen by pressing <Enter>.

Update. The 'Update' option is used to update a case to the database. It saves newly entered information to the database. A prompt asks if you really intend to exit the system, when data is not saved properly. The system asks, "Do you want to update at this time?" If "Y" or yes is the answer, the system moves the cursor to the "Update" command on the Ring Menu. Press <Enter> or "u/U" to complete the saving of the case information. If "no" is the answer, the program allows you to exit, and ignores any data entries or changes made during the xceptions session.

Close. Use the 'Close' option to close a case, and add general comments. Closing the case indicates that all the data information is complete and that there are no unresolved exceptions. Fig. II-A-7 shows the "Close" (br_excep5) screen. Notice that it carries forward

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the information originally entered on the "MonInfo" screen (br_excep3). You may record any closing comments about the case.

All exceptions must be resolved before a case can be closed. Since disposition codes 2 and 3 constitute monitor sign-off or final action on an exception, the case can only be closed when all exceptions carry one of the two final action codes.

```
br_excep5: <Ctrl-w> Help    <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
            <Ctrl-[> Accept <Ctrl-b> PrvField
-----
State       : NJ                      Mail or Onsite: O
RO Case #   : 92012                   Review Date: 05/14/1993
Batch #     : 9136                     Closure Date:
Sequence #  : 3                        State Reopen: N
-----
General Case Comments (maximum 6 lines):
```

Fig. II-A-7

A case with an outstanding DCI exception will accept a final action code only when the State DCI matches the monitor's coding. The Regional Monitoring software is equipped with an Automatic DCI Checking feature, which refers back to the State database as it resides at the National Office. It does not allow a case to be closed unless the data in the State data in the National UI database agrees with the field labeled "correct DCI value" entered by the Monitor on the "Xceptions" screen (br_excep4).

Once you close a case, it is no longer available for updating. Only if the State reopens the case after the regional closing date, can you access the case. Should this occur, the case reappears in Exceptions Recording. Choose "MonInfo" and reopen the case to review it again, and then close it again, when all exceptions are resolved.

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If the State reopens the case for any reason, the case appears automatically in the case availability pool. The Regional monitor should check with the State to determine if monitor case information changed. It is very important to verify that the case is complete and the details are correct before executing the "close" command. The automatic checking feature cross-refers State DCI elements to prevent accidental closure of an incomplete case, but if the exception is not specifically related to a DCI element, it can't be verified through automatic checking.

Next. The 'Next' option allows scrolling to the next case in the group selected at the beginning of this session. An informational message displays when a you reach the end of the list of cases available, and there are no more cases in this direction.

Previous. The 'Previous' option allows scrolling to the previous case in the group of cases selected at the beginning of this session. A message displays when scrolling in reverse, when you reach the first case in a selected group of cases.

Exit. The 'Exit' option allows a you to exit back to the br_excep1 screen, and either select another State to record exceptions, or to exit from the Exceptions Recording program completely.

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Sample Selection

Sample Selection. From the Case Management Menu (m_021), press **s**, **S**, or **2** (or highlight Sample Selection and press **Return** or **Enter**). You can check the availability of cases for monitoring by a single State or for all the States in the Region, as shown in Fig. II-B-1. The single State option takes less computer processing time.

```
br_regsampl
-----
                REGIONAL MONITOR SAMPLE SELECTION
-----

Do you want Case Availability by (R)egion or (S)tate (R/S): █

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel

Enter R or S.  The default option for this prompt is (S)tate.
```

Fig. II-B-1

The default choice for this screen is (S)tate, so pressing **Enter** automatically selects the single State option, as will pressing **s**.

If you decide to select the single State option and enter the 2 character State FIPS Code, the screen shown in Fig. II-B-2 displays, after the program calculates the number of cases available for monitoring. The screen also shows the number (by calendar quarter) of cases which have already been sampled during the current calendar year.

Remember, the calculation of cases available in the system takes significantly less time when you select one State.

Using the prompt at the bottom of the screen, you can select a sample immediately, or you can cancel the session and return to the previous screen (Fig. II-B-1).

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Sample Selection

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```

br_regsamp2
-----
                        REGIONAL MONITOR SAMPLE SELECTION
-----
                        CASE AVAILABILITY AS OF 09/21/1993
New      YTD RO      Previously Sampled Cases
Cases    Closed
State    Avail    Cases    Pending    Not rev'd    Reopen
-----
AZ       124       39       0         5         1

                        CASES SAMPLED PER QUARTER FOR CALENDAR YEAR 1993
State    1st      2nd      3rd      4th      YTD
Name     Qtr      Qtr      Qtr      Qtr      Total
-----
AZ       45       0        0        0        45

<Ctrl-w> Help          <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Do you wish to select sample (Y/N) ?
Enter Y or N.  The default for this prompt is Y.
  
```

Fig. II-B-2

If you decide to check case availability for all the States in the Region, the next screen (Fig. II-B-3) appears. It looks similar to the single State report, except the Case Availability and Cases Sampled by Quarter parts of the report appear on separate screens and the figures for all States in the Region appear. These screens provide preliminary information to help you decide the best number of cases to sample.

The number of **New Cases Available** for monitoring appears for each State in the Region. This number represents the cases completed by the State supervisor after the last monitor's sample pull and the date of the last data pick-up for that State. It also shows the number of **Cases Closed** by the Region since the beginning of the year, as well as cases previously sampled but for varying reasons remain open. Cases that have at least one unresolved exception are counted in the **Pending** column. Cases previously selected but not yet monitored are listed in the **Not rev'd** (reviewed) column. Lastly, if a State reopens a case previously monitored and closed, it appears in the **Reopened** case column.

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Sample Selection

```
br_regsamp2a
```

REGIONAL MONITOR SAMPLE SELECTION

CASE AVAILABILITY AS OF 06/10/1992

State	New Cases Avail	YTD RO Closed Cases	Previously Sampled Cases		
			Pending	Not rev'd	Reopen
AZ	124	39	0	5	1
CA	367	18	18	0	0
HI	198	25	0	3	0
NV	75	0	12	10	0
Total	764	83	30	18	1

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-n> NxtScreen <Ctrl-c> Cancel

Enter the State to sample:

Fig. II-B-3

To check the quarterly distribution, the cases previously sampled, press **Ctrl-n** before entering the State code. This screen shows the cases that have already been sampled by quarter and year-to-date (YTD) total. You can select a sample from this screen by entering the appropriate State code followed by **Return**. You can toggle between the two screens by pressing **Ctrl-p** and **Ctrl-n**. See Fig. II-B-4.

Once you select a State to sample, the next step is to enter the size of the sample and, if necessary, indicate which reports you want produced. Fig. II-B-5 appears when you successfully enter the State code. Now you can enter the number of randomly selected cases from the pool of available cases. **If you are using this screen for the first time, check the lower half of the screen.** Consider carefully if you want the DCI, Monitor Discussion Report or Case Review Report for cases previously sampled. These reports were probably obtained when they were originally sampled. As long as the database has not changed, reports from this session will be identical to the earlier reports.

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Sample Selection

If you want to eliminate (or restore) any of the optional reports, press Return, Enter, or Arrow keys immediately after entering the sample number. Do not press Ctrl-[]. The cursor moves to the bottom half of the screen.

Select the reports (if any) that you wish to eliminate (or restore) by changing the Y or N to its opposite. The settings you make will become the future defaults until changed again. This step can be ignored during future sample selections, as long as you are satisfied with the settings. Just remember, too many Y's can cause a lot of paper output and eat a lot of printer time; you need to decide the best settings for your operation.

When ready to select the sample, press Ctrl-[].

The program may take a short time while it selects the cases. When it is done, Fig. II-B-6 appears. This screen identifies the file names where each report resides. The program automatically saves the files for 28 days following the sample pull date. You can access the reports before the 28th day by picking them through the Recover Prior Sample Selection Reports option. This is a particularly nice feature if the line connection is interrupted before you get to print the reports. As the prompt at the bottom of this information screen states, press Return to continue.

These reports are automatically saved by the system and kept for 28 days. During the 28 days, they are accessible through the Case Management Reports menu, option 8, Recover Prior Sample Selection.

Sample Selection Report:	rsamp122192.NC
Reopen Cases Report:	rreop122192.NC
Regional Monitor Discussion Form:	rmon122192.NC
DCI Report:	rdci122192.NC
Case Review Report:	rcaser122192.NC

Press Return to Continue

Fig. II-B-6

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The program then displays the screen shown in Fig. II-B-7. Now you can view, print locally, or save the reports to your home directory. Select the option you want by entering the first letter of the option or its number.

The View Report option displays the various reports produced by the program on your terminal screen. The Print Report option sends the reports to your local printer. The local printer can be the LAN network printer or a slave printer attached directly to your terminal. The Save Report option sends a copy of the reports to your home directory. From there you can incorporate them into a WordPerfect document or e-mail like any other file.

```
br_regsamp4
-----
                SAMPLE SELECTION REPORT OPTIONS
-----

          1.    View Report.
          2.    Print Report.
          3.    Save Report to /homedir3/r2hraber.

          Select an option: █

<Ctrl-w> Help      <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
```

Fig. II-B-7

If you save the reports from this screen, they are stored in your home directory, with the path designation of /homedir3/r#login/FILENAME. This option duplicates the reports automatically saved in the subdirectory called /rpt as part of the Recover Prior Sample Selection option.

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Sample Selection

The Regional Monitor Sample Selection Report identifies cases which await monitoring. The report looks like this.

Report Date: 05/21/1992						
REGIONAL MONITOR SAMPLE SELECTION REPORT						
State:	Arizona					
NO Sample Pull ID:	paulh					
Reopened:	0					
Pending:	0					
Not Rev'd:	2					
New Cases Avail:	124					
New Cases Sampled:	2					
Percentage:	2%					
Sample Range: 12/31/1991 through 03/30/1992						
NOT REVIEWED						
RO Case #	Batch #	Seq #	Inv ID	Key Week	KW Action Code	Supv Compl Date
92001	9131	9	98	07/27/1991	11	10/02/1991
92002	9132	7	1	07/27/1991	1	10/07/1991
NEWLY SELECTED						
RO Case #	Batch #	Seq #	Inv ID	Key Week	KW Action Code	Supv Compl Date
92026	9148	2	2	11/23/1991	1	01/10/1992
92027	9150	7	59	12/07/1991	11	02/07/1992

Fig. II-B-8

Note that each case is assigned a unique (for that State) Regional Office Case Number. Note also that there is no Social Security Number provided. The Region must use Batch and Sequence to obtain the correct State cases to monitor.

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Sample Selection

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The Regional Monitor Reopen Cases Report looks like this.

Report Date: 01/27/1994								
REGIONAL MONITOR REOPEN CASES REPORT								
Regional Review Cases closed by R.O. & reopened by the state after R.O. closure (codes 3, 4, and 5).								
ST	CASE#	BATCH #	SEQ #	REOPEN CODE	REOPEN DATE	CHG DCI #	OLD DCI VALUE	NEW DCI VALUE
CA	93006	9242	13	3	09/23/1993	d4		10/09/1992
CA	93006	9242	13	3	09/23/1993	ei1	95.0	25.0
CA	93017	9246	13	4	08/09/1993	ei8	1	
Regional Review Cases Pending or Not Reviewed which have been Reopened by the State (codes 3, 4, or 5, except auto closure code 5's).								
ST	CASE#	BATCH #	SEQ #	REOPEN CODE	REOPEN DATE	CHG DCI #	OLD DCI VALUE	NEW DCI VALUE
CA	93117	9333	4	5	01/07/1994	g3	1	2
CA	93120	9334	3	5	01/07/1994	g15	0	1
CA	93148	9342	12	5	01/07/1994	f9	07/91/1993	06/19/1993

Fig. II-B-9

The Regional Monitor Discussion Report looks like this.

Report date: 05/21/1992

REGIONAL MONITOR DISCUSSION FORM

State:

New Jersey

Batch #:

9141

Seq #:

9

BYB:

01/27/1991

KW Date:

09/28/1991

KW Action:

1

Supv Rev Comp:

0

RO Case #:

92028

RO Case Review ID:

paulh

Investigator:

41

First Assigned:

10/15/1991

Reassigned:

N

Days to Inv Case:

88

Days to Supv Close:

0

Days to Compl:

88

EXCEP

EXCEPTION

CODE

DCI

DISP

FOUND

ID

RESOLVED

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Fig. II-B-10

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Sample Selection

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The DCI Report, shown in Fig. II-B-11 and Fig. II-B-12, is similar to the DCI Report produced on the State system except that the Regional Case number replaces the Social Security Number.

Data Collection Instrument (DCI) Report			
ROCASE #: 92028	KW: 09/28/1991	CASE TYPE: 0	Date: May 21, 1992
mbatch Batch:	9141	e15 Depend Allow Before:	\$0
mstate State:	NJ	e16 Depend Allow After:	\$0
		e17 Ind Code Primary Emp:	1731
		e18 Mon. Redet Before:	2
b1 Method Info Obt:	1	e19 Remain Balance:	\$2698
b2 Citizen:	1		
b3 Education:	14	f1 KW Earnings Before:	\$0
b4 Voc/Tech School:	3	f2 KW Earnings After:	\$0
b5 Currently In Training:	00	f3 Earn Deduct Before:	\$0
b6 Occ Code Last:	824	f4 Earn Deduct After:	\$0
b7 Occ Code Usual:	824	f5 Other Income Before:	\$0
b8 Normal Hr Wage:	\$1.75	f6 Other Income After:	\$0
b9 Occ Code Seeking:	824	f7 Other Deduct Before:	\$0
b10 Lowest Hr Wage:	MISSING	f8 Other Deduct After:	\$0
b11 Birth Date:	10/01/1964	f9 First CWK Date:	02/09/1991
b12 Sex:	1	f10 Date First Pay:	02/13/1991
b13 Ethnic:	1	f11 KW File Meth:	1
		f12 KW Cert:	2
c1 Program:	1	f13 Orig Amt Pd:	\$291
c2 CWC:	2		
c3 Ben Yr Beg:	01/27/1991	g1 WS Requirement:	3
c4 Init Clm File:	1	g2 JS Req:	2
c5 BRI:	230	g3 Act/Cur Regist:	2
c6 ERPs:	MISSING	g4 JS Defer:	1
c7 Last ERPS:	N/A	g5 JS Refers:	0
c8 Prior Nonsep Issues:	0	g6 Regis Priv Agency:	2
c9 Prior Nonsep Disq:	0	g7 Priv Agency Refers:	N/A
		g8 Union Status:	1
d1 Reason Sep Before:	11	g9 Union Refs:	0
d2 Reason Sep After:	11	g10 KW Contacts:	N/A
d3 Date Sep Before:	09/13/1991	g11 Prior KW Contacts:	N/A
d4 Date Sep After:	-/-/-	g12 Contacts Inv:	0
d5 Recall Stat Before:	0	g13 Contacts Acc:	0
d6 Recall Stat After:	0	g14 Contacts Unacc:	0
d7 Tax Rate Last Emp:	2.70	g15 Contacts Unver:	0
d8 Ind Code Last Emp:	1731		
		h1 Action Code:	1
e1 BP Emps Before:	1	h2 Amt Should Have Been Pd:	\$...
e2 BP Emps After:	1	h3 Total Amt OP:	\$0
e3 BP Wages Before:	\$31843	h4 Total Amt UP:	\$0
e4 BP Wages After:	\$31241	h5 Total KW OP:	\$...
e5 High Qtr Wages Before:	\$20000	h6 Total KW UP:	\$...
e6 High Qtr Wages After:	\$20000	h7 Inv Completed:	1
e7 Wks Worked Before:	52	h8 Inv Completed Date:	01/08/1992
e8 Wks Worked After:	52	h9 Supv Rev Completed:	0
e9 WBA Before:	\$291	h10 Supv Completed Date:	01/08/1992
e10 WBA After:	\$291	h11 Supv ID:
e11 MBA Before:	\$7566		
e12 MBA After:	\$7566		
e13 Depend Before:	0		

Fig. II-B-11

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Sample Selection

Data Collection Instrument (DCI) Report			
ROCASE #: 92028	KW: 09/28/1991	CASE TYPE: 0	Date: May 21, 1992

--- ERROR ISSUES ---			
ERROR ISSUE #: 1			
ei1 Amt KW Error:	\$1	QC Detection Pt:	20
ei2 KW Action:	20	Prior Agency Action:	10
ei3 Error Cause:	208	Prior Emp Action:	30
ei4 Error Respons:	200	QC Action Appealed:	1
--- REOPENED ---			
** NO ACTIVITY TO REPORT FOR THIS CASE **			
--- ASSIGNMENT ---			
ASSIGNMENT #: 1			
ag1 Assign Date:	10/15/1991	ag3 QCS ID:	MISSING
ag2 INV. ID:	41	ag4 A/R:	MISSING
ASSIGNMENT #: 2			
ag1 Assign Date:	01/13/1992	ag3 QCS ID:	MISSING
ag2 INV. ID:	25	ag4 A/R:	MISSING

Fig. II-B-12

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Sample Selection

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The last report produced by the Sample Selection program is the Case Review Report. In the interest of time and paper savings, the system will only produce the Case Review Report if inconsistencies appear within the data elements shown on the DCI. The information provided by the Case Review Report can be used to detect possible monitoring exceptions, and suggests that the monitor consider these facts during the review.

CASE REVIEW REPORT			
			Run Date 05/21/92
State:	NJ	Batch #:	9141
Seq #:	9	RO Case #:	92028
Key Week:	09/28/1991	Case Type:	0
<p>Warning - Primary Method by Which Claimant QC Information Obtained (b1) is equal to 1, 2, or 3 and one or more "b" elements are equal to PF2, Missing. Have you addressed this?</p> <p>Warning - Error Cause (ei3) equals 220 series (base period earnings) and Error Responsibility (ei4) does not contain a 2 for employer error responsibility</p>			

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Fig. II-B-13

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Case Management Reports

Case Management Reports Menu. The Regional Monitoring system also allows the user to access reports individually, as separate menu items from the Case Management Reports Menu. The screen on your monitor looks like this when you select the third option, (C)ase Management Reports, on the Case Management Menu. The "C" in Case is in parenthesis to let you know that you can press this letter to obtain the menu option, too.

```
m_0213

CASE MANAGEMENT REPORTS MENU

-----

1      Case (A)ctivity Report (QC-8)
2      (R)eopen History Report
3      Regional Office (E)xceptions Report (QC-7)
4      (D)CI Report
5      (C)ase Review Report
6      (M)onitor Discussion Form
7      Recover (P)rior Sample Selection
8      E(x)it to Previous Menu

-----

To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN, or press the number preceding
or the option or the letter in parentheses.
<Ctrl-w> Help          <Ctrl-c> Cancel      <Ctrl-x> Logout
```

Fig. II-C-1

You may choose any of the options shown to produce the reports you need to assist in performing the QC Regional Office monitoring task.

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Case Activity Report

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Case Activity Report. The Case Activity Report (QC-8) shows the number of cases available for monitoring. The report also contains the number (by calendar quarter) of cases already sampled during the current calendar year. You can use the report to indicate if there are any backlogs in the Region's monitoring case workload.

To obtain the Case Activity Report, first decide if you want the report for a single State or all the States in the Region. The screen looks like Fig. II-C-2. In making your decision, be aware that choosing a report for a single State uses significantly less processing time than a report for all States in the Region.

```
br_carl
-----
                        Case Activity Report
-----

Do you want Case Activity by (R)egion or (S)tate (R/S): █

                        STATE:

<Ctrl-w> Help          <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Enter R or S. The default option for this prompt is (S)tate.
```

Fig. II-C-2

If you decide to select the single State option, press **s**. The default choice for this screen is (S)tate. You can simply press **Enter** to automatically select the single State option. Enter the 2 character State FIPS Code when the prompt appears on the screen.

After the report is done processing, the following screen appears on the screen. You can now view, print, or save the report.

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Case Activity Report

```
br_car2
-----
Case Activity Report (QC-8)
-----

1. View Report.
2. Print Report.
3. Save Report To /homedir3/r7jones

Select an option:

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "View report".
```

Fig. II-C-3

When 1, v, or V is selected, "Sending report output to the screen. Please wait..." is the message displayed. The report is divided into two sections, Case Availability As Of ../../.... (the current date) and Cases Sampled For Calendar Year The first part shows the **New Cases Available** for review, the **Year to Date** or cumulative number of cases the **Regional Office Closed**, as well as the number of **Pending**, **Not Reviewed**, and **Reopened** cases that the Region previously sampled. This information appears for all the States in your Region. The second part of the report shows the number of cases sampled by quarter for each State during the current calendar year. Each section provides a total for each category.

To obtain a print out of the report, press 2, P, or p. The message on your screen states, "Sending report output to printer. Please wait...". The program sends the report to the system printer setting of your computer, i.e, the LAN printer or a printer connected to your machine (slave printer).

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Press 3, 8, or s and the message, "Saving report to (file name)", appears on the screen. The program sends the file to your home directory. Saving the report allows you to read or print it at another time or incorporate it into another document.

Definitions for the Case Availability items:

- a) **"New Cases Available"** - all cases where the supervisor completion date is greater than the last sample date.
- b) **"YTD RO Closed Cases"** - the regional closure date is greater than or equal to January 1 of the current year.
- c) **"Pending Cases"** - the review date is filled and the regional closure date is null.
- d) **"Not Reviewed Cases"** - the review date is null.
- e) **"Reopened Cases"** - the regional closure date is filled, and the case displays a reopen case date greater than or equal to the regional closure date, and the reopen case code equals 3, 4, or 5.

Definitions for the Cases Sampled For Calendar Year items:

- a) **"1st quarter" cases sampled** - the regional sampling date is greater than or equal to January 1st of the current year and less than or equal to March 31st of the current year.
- b) **"2nd quarter" cases sampled** - the regional sampling date is greater than or equal to April 1st of the current year and less than or equal to June 30th of the current year.
- c) **"3rd quarter" cases sampled** - the regional sampling date is greater than or equal to July 1st of the current year and less than or equal to September 30th of the current year.
- d) **"4th quarter" cases sampled** - the regional sampling date is greater than or equal to October 1st of the current year and less than or equal to December 31 of the current year.
- e) The **"YTD" (year-to-date) Total** displays the number total cases sampled from January 1 of the current year to the date the report is run.

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Case Activity Report

A Case Activity Report (QC-8) looks like Fig. II-C-4.

QC-8	Report Date: 08/27/1992				
Case Activity Report Case Availability As Of 08/27/1992					
State	New Cases Avail	YTD RO Closed Cases	Previously Sampled Cases		
			(1) Pending	Not Rev'd	(2) Reopen
AZ	0	1	3	59	0
CA	0	0	0	0	0
HI	0	0	0	0	0
NV	0	0	0	0	0
Total	0	1	3	59	0
(1) Cases reviewed and have exceptions outstanding (2) Regional reviewed cases closed by R.O. & reopened by the state After R.O. closure. (Any case with a reopen date greater than or equal to the R.O. closure date, for any reopen code)					
Cases Sampled For Calendar Year 1992					
State Name	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD Total
AZ	38	0	0	0	38
CA	0	0	0	0	0
HI	0	0	0	0	0
NV	0	0	0	0	0

Fig. II-C-4

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Reopen History Report

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Reopen History Report. The Reopen History Report provides the list of all cases in the State which were reopened by the State using reopen codes 3, 4, or 5 for a specific batch range. The report includes the State name, case number, batch number, sequence number, case type, reopen code, reopen date, supervisor completion date. If the case was not previously sampled, then not applicable (N/A) appears in the RO Case Number field.

You can obtain this report for 'All States in Region', or for an individual State. The 'All States in Region' option produces a report for each BQC jurisdiction in the Region. If you choose the 'Pick States' option, you select the State(s) in the Region for which you want the report. Next a screen appears for you to enter the desired batch range for the report. The program checks the entries to verify that they are valid ranges. Once you enter this information, the program processes the report. When the report is ready, you can 'View', 'Print', or 'Save' the report.

The first screen you meet after selecting the 'Reopen History Report' option is br_rhr1. See Fig. II-C-5.

```
br_rhr1
-----
                        Reopen History Report
-----

      1. All States in Region #
      2. Pick States

      Enter option (A/P):

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default is "All States in Region"
```

Fig. II-C-5

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Reopen History Report

Indicate on this screen if the report will be for all the Region's States or less. If you press <Ctrl-w>, a field sensitive help screen displays. If you press <Ctrl-g>, the program returns to the Main menu. If you press <Ctrl-c>, the program cancels the current process and returns to the previous screen.

The 'Pick States' option causes a pick screen similar to Fig. II-C-6 to appear

```
br_pick1
-----
                        PICK STATES
-----
                        No. of selected items: 1

AR
LA
NM
OK
TX

[ AR ]

<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
<Ctrl-[> Accept  <RETURN> Select Items  <e> Edit Mode    <r> Remove
```

Fig. II-C-6

Press <Ctrl-w> for field sensitive help information. Press <Ctrl-g> to return to the Main menu. Press <Ctrl-c> to cancel the current process and return to the previous screen. Use <Return> to select the specific State you want. If you change you mind, press <r> to delete your selection. Press <e>, to move the cursor to the pick box. When you have the selection you want, press <Ctrl-[> to advance to the next screen "br_rhr2". See Fig. II-C-7. Enter the batch range for the report from this screen.

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Reopen History Report

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If you select 'States in Region' from br_rhr1 or after you select the State(s) from screen br_pick1, screen br_rhr2 appears.

```
br_rhr2
-----
                Reopen History Report
            (Batch Range Selection Entry Screen)
            -----

                Beginning Batch: █
                Ending Batch:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Enter the beginning date number
```

Fig. II-C-7

Press <Ctrl-w> for field sensitive help information. Press <Ctrl-g> to return to the Main menu. Press <Ctrl-c> to cancel the current process and return to the previous screen. Press <Ctrl-b> to move the cursor from Ending Batch back to Beginning Batch.

While the system prepares the report, the following informational screen appears on your monitor.

```
br_rhr3
-----
                Reopen History Report
            -----

    Preparing Reopen History Report for WI
    9313 to 9326
```

Fig. II-C-8

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Reopen History Report

After the system completes the report for the time period specified, the screen br_rhr4 appears. You can now view, print or save the report.

```
br_rhr4
-----
                        Reopen History Report
-----

      1.  View Report.
      2.  Print Report.
      3.  Save Report To /homedir3/r7jones

      Select an option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default value is "View report".
```

Fig. II-C-9

Press <1>, <v>, <V>, or <Enter> to see the report appear on the monitor. Press <2>, <p>, or <P> to print the report. Press <3>, <s>, or <S> to save the report in your home directory for viewing or printing at a later time or to incorporate into another document.

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Reopen History Report

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The Regional Monitor Reopen History Report looks like Fig. II-C-10.

REPORT DATE: 12/22/93					
REOPEN HISTORY REPORT					
Batch range 9301 - 9339					
State/Region : XY/05					
Total cases: 595 Total re-opened 55 or ***** of Total cases					
		Codes	Count	% Total Cases	
		3	19	3.19	
		4	0	0.00	
		5	36	6.05	
BATCH#	SEQ #	CASE#	CASE TYPE	REOPEN DATE	SUPV COMP DATE
-----	-----	-----	-----	-----	-----
*** CODE 5 ***					
9308	9	93047	0	07/22/1993	05/21/1993
9308	9	93047	0	07/01/1993	05/21/1993
9309	5	93031	0	06/29/1993	04/23/1993
9310	1	93048	0	07/01/1993	05/03/1993
9310	9	93042	0	06/29/1993	04/30/1993
9310	8	93041	0	06/29/1993	04/23/1993
*** CODE 3 ***					
9305	1	N/A	0	07/28/1993	04/20/1993
9312	8	N/A	0	06/16/1993	06/16/1993
9312	8	N/A	0	07/22/1993	06/16/1993
9313	12	N/A	0	06/25/1993	06/23/1993

Fig. II-C-10

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Regional Office Exceptions Report

Regional Office Exceptions Report (OC-7). This report includes a summary of the number of cases reviewed, the number of cases reviewed with no exceptions, the number of cases reviewed with exceptions, and the number of cases reviewed with multiple exceptions for given period of time. The program divides the cases containing exceptions into the five primary requirement groups (100 through 500). The number of exceptions, the number and the percentage of cases with exceptions, the number of exceptions and the number of case disagreed on appears for each primary group.

Decide if you want the report to cover 'All States in Region #' or individual State(s) from the 'Pick States' option. After you select one of these options, specify either the year and quarter, or the batch range that the report will cover. The program checks these dates to verify that they are valid and logical. The batch beginning or ending dates cannot exceed the current date. If you press <Enter> instead of a batch number opposite the ending date prompt, the beginning date automatically repeats for the ending date. This is an easy way to specify only one batch. The program retrieves the cases by the review date. When the report is ready, you may 'View', 'Print', or 'Save' the report.

Report processing time depends on the size of the database and the system load. It should take no more than a few minutes for the program to search for the records and format the report(s).

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Regional Office Exceptions Report

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Screen br_mer1 appears when you select the option 'Regional Office Exceptions Report'. Indicate on this screen if the report will cover all States in the Region or individual State(s).

```
br_mer1
-----
Regional Office Exceptions Report (QC-7)
-----

1. All States in Region #
2. Pick States

Enter option (A/P):

<Ctrl-w> Help      <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
Default is "All States in Region"
```

Fig. II-C-11

Press <Ctrl-w> for field sensitive help information. Press <Ctrl-g> to return to the Main menu. Press <Ctrl-c> to cancel the current process and return to the previous screen. Enter <a> or <Enter> to produce a report for all States. Press <p> to pick individual States.

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Regional Office Exceptions Report

If you select 'Pick States' from screen br_mer1, a pick screen listing your Region's States appears.

br_pick1

PICK STATES

No. of selected items: 1

AR
LA
NM
OK
TX

AR

<Ctrl-w> Help<Ctrl-g> GotoMenu<Ctrl-c> Cancel

<Ctrl-[> Accept<RETURN> Select Items<e> Edit Mode<r> Remove

Fig. II-C-12

Press <Ctrl-w> for field sensitive help information. Press <Ctrl-g> to return to the Main menu. Press <Ctrl-c> to cancel the current process and return to the previous screen. Use <Return> to select the specific State you want. If you change you mind, press <r> to delete your selection. Press <e>, to move the cursor to the pick box. When you have the selection you want, press <Ctrl-[> to advance to the next screen "br_mer2". See Fig. II-C-12. Enter the Year/Quarter or the batch range for the report from this screen.

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Regional Office Exceptions Report

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When you select 'All States in Region' from the br_mer1 screen or after you selected the State(s) from screen br_pick1, a screen like Fig. II-C-13 appears.

```
br_mer2
-----
Regional Office Exceptions Report (QC-7)
-----

Select Cases by Date (R)ange or (Y)ear-Quarter (R/Y): █

<Ctrl-w> Help          <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default is "Date (R)ange"
```

Fig. II-C-13

Press <Ctrl-w> for field sensitive help information. Press <Ctrl-g> to return to the Main menu. Press <Ctrl-c> to cancel the current process and return to the previous screen. If you want the report to cover a batch range, press <r> or <Enter>. If you want a report for a specific year and quarter, press <y>.

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Regional Office Exceptions Report

If you choose the "Date Range" option, the following screen appears.

```
br_mer3a
-----
Regional Office Exceptions Report (QC-7)
-----

Beginning Date: █
Ending Date:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Enter the beginning date number
```

Fig. II-C-14

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Regional Office Exceptions Report

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If you choose the "Year/Quarter" option, the following screen appears.

```
br_mar3b
-----
Regional Office Exceptions Report (QC-7)
-----

Year-Quarter: 1993 - 4

<Ctrl-w> Help      <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Enter "Batch-Year" YYYY
```

Fig. II-C-15

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Regional Office Exceptions Report

When the report is ready, the following screen appears.

```
br_mer5
-----
Regional Office Exceptions Report (QC-7)
-----

1. View Report.
2. Print Report.
3. Save Report To /homedir3/r7smith

Select an option:

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "View report".
```

Fig. II-C-16

Press <1>, <v>, <V>, or <Enter> to see the report appear on the monitor. Press <2>, <p>, or <P> to print the report. Press <3>, <s>, or <S> to save the report in your home directory for viewing or printing at a later time or to incorporate into another document.

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Regional Office Exceptions Report

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The Regional Office Exceptions Report looks like Fig. II-C-17 and 18.

QC-7

Run Date: Sep 23, 1993

REGIONAL OFFICE EXCEPTION REPORT

STATE: IL

MONITOR ID: ALL

PERIOD: 01/01/1993 - 06/30/1993

SUMMARY (Codes 1,2,3,4,5)

CASES: Reviewed: 35 No Except.: 27 / 77.00%

W/Except.: 8 / 22.00% W/Multi. Except.: 2 / 5.00%

Pending: 2 / 5.00% Not Discussed: 0 / 0.00%

EXCEPTIONS:

Agree: 8 Disagree: 0 Pending: 4 Not Discussed: 0

CODING DETAIL (Codes 1,2,3,4)

By Coding Series # Except. #/% Cases #/% Cases #/% Cases
W/ Except. Pending Disagree

Identification Series 3 1 / 2.00% 0 / 0.00% 0 / 0.00%

Pursuit Series 1 1 / 2.00% 0 / 0.00% 0 / 0.00%

Resolution Series 0

Total Issues 4 2 / 5.00% 0 / 0.00% 0 / 0.00%

Procedural Series 4 4 / 11.00% 0 / 0.00% 0 / 0.00%

Coding Series 4 2 / 5.00% 2 / 5.00% 0 / 0.00%

Grossly Incomplete 0

The QC Unit DID NOT identify an issue.

Code/Category # Except. #/% Cases #/% Cases #/% Cases
W/ Except. Pending Disagree

110 Key Week issue 3 1 / 2.00% 0 / 0.00% 0 / 0.00%

120 Non Key Week issue 0

The QC Unit DID NOT pursue issues to a supportable conclusion.

210 Adequate fact from employer 0

220 Adequate fact from claimant 1 1 / 2.00% 0 / 0.00% 0 / 0.00%

230 Adequate fact from third party 0

240 Adequate fact from the SESA 0

250 Obtain Rebuttal 0

260 Refer to another unit for pursuit 0

270 Other 0

Fig. II-C-17

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Regional Office Exceptions Report

QC-7

Run Date: Sep 23, 1993

REGIONAL OFFICE EXCEPTION REPORT

STATE: IL

MONITOR ID: ALL

PERIOD: 01/01/1993 - 06/30/1993

The QC Unit DID NOT properly resolve issue.

Code/Category	# Except.	#/% Cases W/ Except.	#/% Cases Pending	#/% Cases Disagree
310 Issue Mon. Redet.	0			
320 Issue Normon Det./ Redet.	0			
330 Issue a Mon. Redet. w/i State Laws	0			
340 Issue formal/Informal normon. Det./Redet. w/i State Laws	0			
350 Afford Due Process	0			
360 Other Required Action	0			
370 Issue formal Warning	0			
380 Other	0			

The QC Unit DID NOT apply correct QC procedures.

410 Documentation	1	1 / 2.00%	0 / 0.00%	0 / 0.00%
420 Properly Record	1	1 / 2.00%	0 / 0.00%	0 / 0.00%
430 Interview Procedure	2	2 / 5.00%	0 / 0.00%	0 / 0.00%
440 Attend Hearing	0			
450 Interstate Procedure	0			
460 Missing Case/data	0			
470 Other	0			

The QC Unit DID NOT code the case accurately.

510 Erroneous	4	2 / 5.00%	2 / 5.00%	0 / 0.00%
520 Misinterpretation	0			

The QC Unit DID NOT complete investigation of the case.

Fig. II-C-18

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DCI Report

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DCI Report. You can obtain a DCI Report for any case in the UI database of your Region's States. You must request the DCI Report by State and only one State at a time. To access the DCI Report program, press 4, D, or d on the Case Management Reports Menu. The screen below, br_dcirpt1, asks you to enter State FIPS code.

```
br_dcirpt1
-----
                        DCI REPORT
-----

                        State: ■

<Ctrl-w> Help          <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-]> Accept

Enter the State code
```

Fig. II-C-19

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DCI Report

The next screen prompts you to enter the "batch, sequence number, and case type" for all the cases you want.

```

br_dclrpt2
-----
                        DCI REPORT
-----

State: NJ New Jersey

Batch:      ■      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:

<Ctrl-w> Help  <Ctrl-b> PrvField <Ctrl-g> GotoMenu  <Ctrl-c>Cancel
<Ctrl-[> Accept
Enter the Batch Number
    
```

Fig. II-C-20

BRI:
ERPs

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Case Review Report

/021

ROCANE #: 92028 Data Collection Instrument (DCI) Report KW: 09/28/1991 CASE TYPE: 0 Date: May 21, 1992

--- ERROR ISSUES ---

ERROR ISSUE #: 1

ei1 Amt KW Error:	\$1	QC Detection Pt:	20
ei2 KW Action:	20	Prior Agency Action:	10
ei3 Error Cause:	208	Prior Emp Action:	30
ei4 Error Respons:	200	QC Action Appealed:	1

--- REOPENED ---

** NO ACTIVITY TO REPORT FOR THIS CASE **

--- ASSIGNMENT ---

ASSIGNMENT #: 1

ag1 Assign Date:	10/15/1991	ag3 QCS ID:	MISSING
ag2 INV. ID:	41	ag4 A/R:	MISSING

ASSIGNMENT #: 2

ag1 Assign Date:	01/13/1992	ag3 QCS ID:	MISSING
ag2 INV. ID:	25	ag4 A/R:	MISSING

Fig. II-C-23

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Case Review Report

Case Review Report. This option identifies inconsistencies between data elements in a cases by applying a series soft edit checks. The State software permits the State to select the soft edits to apply to the case data. The Regional software, however, runs all the State case data against entire series of soft edits in the Case Review Report program. This report, like the DCI Report, can be printed for any case.

The first screen shown in the Case Review Report program looks like Fig. II-C-24.

```
br_crpt1
-----
CASE REVIEW REPORT
-----

State: ■

<Ctrl-w> Help      <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
<Ctrl-]> Accept
Enter the State code
```

Fig. II-C-24

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Case Review Report

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The next screen allows you to retrieve specific Case Review Reports by entering the batch number, sequence number and case type.

```
br crpt2
-----
CASE REVIEW REPORT
-----

State: NJ New Jersey

Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:
Batch:      Sequence #:      Case Type:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
<Ctrl-]> Accept
Enter the Batch Number
```

Fig. II-C-25

While the program is retrieving the data requested, the message, "Processing records for Case Review Report...", appears on the screen. When all the information is ready, you can view, print, or save the report to your home directory.

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Case Review Report

The View, Print, Save screen is shown below.

```
br_crpt3
-----
                        CASE REVIEW REPORT
-----

1. View Report.
2. Print Report.
3. Save Report to /homedir3/r2cath

Select an option: █

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "View Report".
```

Fig. IV-10

If you press 1, V, or v, the message, "Sending Report to Output Screen, Please Wait..." will display on the screen. Press 2, P, or p to print. The message, "Sending Report to Output Printer, Please Wait..." appears on the screen. Type 3, S, or s to send the report to your home directory, e.g., /homedir3/r2cath. The message "Saving Report report name" appears on the screen. Saving the report allows you to view or print it at another time or incorporate it into another document.

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Case Review Report

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Case Review Report. Below is a facsimile of a Case Review Report generated through the Case Review Report menu option.

CASE REVIEW REPORT			
			Run Date: 08/27/92
State: AK	Batch #: 9133	Seq #: 3	
RO Case #: 92004	Key Week: 08/03/1991	Case Type: 0	
<p>Warning - Primary Method by Which Claimant QC Information Obtained (b1) is equal to 1, 2, or 3 and one or more "b" elements are equal to PF2, Missing. Have you addressed this?</p> <p>Warning - Error Cause (ei3) equals 200 series (echo value), base period earnings and Error Responsibility (ei4) does not contain a 2 for employer error responsibility</p> <p>Warning - Key Week Action (ei2) is equal to 12, 13, 14, or 15 (and there is no 10 or 11) and Total Whole Dollar Amount of Overpayments (h3) is greater than zero</p> <p>Warning - Recall Status Before (d5) equals 1, Definite Recall, but Work Search Required (g1) is not equal to 4, Job Service Deferral and Reason Job Service Deferred (g4) is not equal to 2, Job Attached. Is this correct?</p>			

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Monitor Discussion Form

Monitor Discussion Form. Although you can obtain this when you select a monitoring sample, it is helpful get a hard copy of this form after you record any Exceptions information. It contains the comments and exception data entered by the Exceptions Recording menu option.

Specify the Regional case number or a range of case numbers to obtain the form(s) that you want. Use the following expressions to obtain the correct forms:

- = (equal to),
- > (greater than),
- < (less than),
- >= (greater than or equal to),
- <= (less than or equal to),
- : (range),
- | (or).

For examples:

- >91002 = retrieves all cases greater than case number 91002
- <91010 = retrieves all cases less than case number 91010
- >=91001 = retrieves all cases greater than or equal to case number 91001
- 91001:91005 = retrieves all cases with case numbers in the range from 91001 to 91005
- 91003|91005 = retrieves either case number 91003 or case number 91005, or both

You can access this form directly from a menu by using the program's direct path name, /02136.

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Monitor Discussion Form

/02136

The figure below is what a Monitor Discussion Form with data and comments looks like.

Report Date: 05/21/1992					
REGIONAL MONITOR DISCUSSION FORM					
State:	Massachusetts	RO Case #:	92028		
Batch #:	9141	RO Case Review ID:	rlrevere		
Seq #:	9	RO Closure Date:	07/07/1993		
BYB:	01/27/1991	Investigator:	41		
KW Date:	09/28/1991	First Assigned:	10/15/1991		
KW Action:	1	Reassigned:	N		
Supv Rev Comp:	0	Days to Inv Case:	88		
		Days to Supv Close:	0		
		Days to Compl:	88		
EXCEP #	EXCEPTION CODE	CORRECT DCI	DISP CODE	FOUND ID	RESOLVED ID

1	110/250		5	rlboggs	
Unidentified issue which could potentially affect the claimant's entitlement for the key week.					
General Comments:					
All cases were pulled upon arrival. QC unit was helpful.					
-1-					

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Monitor Discussion Form

The example below shows a Monitor Discussion Form with resolved exceptions data. The general comments field can hold 6 lines of text.

Report Date: 03/02/1993					
REGIONAL MONITOR DISCUSSION FORM					
State:	New York	RO Case #:	93001		
Batch #:	9237	RO Case Review ID:	r2marris		
Seq #:	8	Investigator:	3		
BYB:	04/26/1992	First Assigned:	09/14/1992		
KW Date:	08/29/1992	Reassigned:	N		
KW Action:	9	Days to Inv Case:	59		
Supv Rev Comp:	1	Days to Supv Close:	31		
		Days to Compl:	90		

EXCEP #	EXCEPTION CODE	CORRECT DCI	DISP CODE	FOUND ID	RESOLVED ID
1	510/g3	2	2	r2marris	r2mantle
Work registration required by State law, but clmt was not registered with ES. QC unit did not note this.					
2	520/eil	\$48	2	r2marris	r2stengl
The amount of the key week error matches on this screen, as well as on the dci from the State, for error issue 1 = \$48.					
3	510/b12	1	3	r2marris	r2berra
4	110/010		2	r2marris	r2ford
XX XX XX XX 					
General Comments:					
XX XX XX XX XX XX 					

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Recover Prior Sample Selection

/02137

Recover Prior Sample Selection Reports.

When you select this option, a "pick" screen displays the names of stored reports produced from an earlier Sample Selection run. The report names appear on the "pick" screen. The report naming convention combines three factors: the abbreviated report name; the date of the sample pull; and the State FIPS abbreviation.

br_rpsrl

RECOVER PRIOR SAMPLE SELECTION REPORTS

No. of selected items: 2

rcaser061192.AZ
rcaser081992.AZ
rdci061192.AZ
rdci081192.AZ
rmon061192.AZ
rmon081192.AZ
rreop061192.AZ
rreop081192.AZ
rsamp061192.AZ
rsamp081192.AZ

rcaser081992.AZ
rreop081992.AZ

<Ctrl-w> Help
<Ctrl-[> Accept

<Ctrl-g> GotoMenu
<RETURN> Select Items

<Ctrl-c> Cancel
<e> Edit Mode <r> Remove

Fig. II-C-27

Use this program to retrieve sample selection reports from an earlier sample pull. These reports reside in the "/rpt" directory. As mentioned in Chapter II-B on Sample Selection, these reports remain in the "/rpt" directory for only 28 days. After that the system purges the reports.

These reports are copies of the reports produced when the sample was pulled. The Monitor Discussion Reports show the date of the

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Recover Prior Sample Selection

sample pull. They do not contain any exception data subsequently added to the Report.

The program sorts the reports first by State, and then by name and date. Recover as many of these reports as you wish. The recovered reports are in the same order. The system produces the reports for you to print, save, or view the reports on the screen.

```
br_rpsr2
-----
                RECOVER PRIOR SAMPLE SELECTION REPORTS
-----

                1      View Report
                2      Print Report
                3      Save Report to /homedir3/r2mantle

                Select an option:

<Ctrl-w> Help          <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
```

Fig. II-C-28

Enter 1, V, or v to view the report(s) on the screen. Type 2, P, or p to print the report(s). Press 3, S, or s to save the report(s). If the you choose the save option, you will find the reports in your home directory. The report's file name remains the same.

The procedure for printing reports may vary depending upon the way your printer is connected to your terminal. The system will print properly under the standard LAN printing methods. A printer (usually a Hewlitt Packard Laserjet) that is connected to the Region's LAN system produces properly formatted reports. Other printing methods or configurations may produce unreliable results.

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Recover Prior Sample Selection

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EXAMPLES OF REPORTS

This is a facsimile of the Sample Selection Report:

Report Date: 08/27/1992

REGIONAL MONITOR SAMPLE SELECTION REPORT

State: Alaska
RO Sample Pull ID: paulh

Reopened:
Pending:
Not Rev'd: 25

New Cases Avail: 108
New Cases Sampled: 5
Percentage: 5%
Sample Range: 12/30/1991 through 03/30/1992

NOT REVIEWED

RO Case #	Batch #	Seq #	Inv ID	Key Week	KW Action Code	Supv Compl Date
92001	9127	6	4	06/22/1991	20	10/02/1991
92002	9130	1	4	07/20/1991	20	10/23/1991
92003	9132	6	9	08/03/1991	20	10/28/1991
92004	9133	3	11	08/03/1991	20	10/15/1991
92005	9133	8	7	07/13/1991	1	10/04/1991
92006	9135	1	7	08/17/1991	11	10/31/1991
92007	9135	8	4	08/24/1991	1	10/17/1991
92008	9136	4	7	08/24/1991	1	11/06/1991
92009	9137	1	4	09/07/1991	10	11/08/1991
92010	9137	2	11	08/31/1991	14	11/08/1991
92011	9137	7	9	08/31/1991	1	10/25/1991
92012	9138	4	10	09/14/1991	1	10/28/1991
92013	9138	8	10	09/07/1991	1	10/07/1991

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Recover Prior Sample Selection

This is a Monitor Discussion Form generated through the recover Prior Sample Selection Reports option, with no data or comments on the case:

Report Date: 05/21/1992

REGIONAL MONITOR DISCUSSION FORM

State:	Massachusetts	RO Case #:	92028
Batch #:	9141	RO Case Review ID:	rlrevere
Seq #:	9		
BYB:	01/27/1991	Investigator:	41
KW Date:	09/28/1991	First Assigned:	10/15/1991
KW Action:	1	Reassigned:	N
Supv Rev Comp:	0		
		Days to Inv Case:	88
		Days to Supv Close:	0
		Days to Compl:	88

EXCEP #	EXCEPTION CODE	CORRECT DCI	DISP CODE	FOUND ID	RESOLVED
------------	-------------------	----------------	--------------	-------------	----------

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Recover Prior Sample Selection

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Below is a facsimile of a Case Review Report generated through the Recover Prior Sample Selection menu option.

CASE REVIEW REPORT

Run Date: 08/27/92

State: AK	Batch #: 9133	Seq #: 3
RO Case #: 92004	Key Week: 08/03/1991	Case Type: 0

Warning - Primary Method by Which Claimant QC Information Obtained (b1) is equal to 1, 2, or 3 and one or more "b" elements are equal to PF2, Missing. Have you addressed this?

Warning - Error Cause (ei3) equals 200 series (echo value), base period earnings and Error Responsibility (ei4) does not contain a 2 for employer error responsibility

Warning - Key Week Action (ei2) is equal to 12, 13, 14, or 15 (and there is no 10 or 11) and Total Whole Dollar Amount of Overpayments (h3) is greater than zero

Warning - Recall Status Before (d5) equals 1, Definite Recall, but Work Search Required (g1) is not equal to 4, Job Service Deferral and Reason Job Service Deferred (g4) is not equal to 2, Job Attached. Is this correct?

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Recover Prior Sample Selection

A facsimile of a Data Collection Instrument (DCI) Report is next.

Data Collection Instrument (DCI) Report			
ROCASE #: 92028	KW: 09/28/1991	CASE TYPE: 0	Date: May 21, 1992
mbatch Batch:	9141	mseq Sequence #:	9
mstate State:	NJ	mlo LO:	981
b1 Method Info Obt:	1	e15 Depend Allow Before:	\$0
b2 Citizen:	1	e16 Depend Allow After:	\$0
b3 Education:	14	e17 Ind Code Primary Emp:	1731
b4 Voc/Tech School:	3	e18 Mon. Redet Before:	2
b5 Currently In Training:	00	e19 Remain Balance:	\$2698
b6 Occ Code Last:	824		
b7 Occ Code Usual:	824	f1 KW Earnings Before:	\$0
b8 Normal Hr Wage:	\$1.75	f2 KW Earnings After:	\$0
b9 Occ Code Seeking:	824	f3 Earn Deduct Before:	\$0
b10 Lowest Hr Wage:	MISSING	f4 Earn Deduct After:	\$0
b11 Birth Date:	10/01/1964	f5 Other Income Before:	\$0
b12 Sex:	1	f6 Other Income After:	\$0
b13 Ethnic:	1	f7 Other Deduct Before:	\$0
		f8 Other Deduct After:	\$0
c1 Program:	1	f9 First CWK Date:	02/09/1991
c2 CWC:	2	f10 Date First Pay:	02/13/1991
c3 Ben Yr Beg:	01/27/1991	f11 KW File Meth:	1
c4 Init Clm File:	1	f12 KW Cert:	2
c5 BRI:	230	f13 Orig Amt Pd:	\$291
c6 ERPs:	MISSING		
c7 Last ERPS:	N/A	g1 WS Requirement:	3
c8 Prior Nonsep Issues:	0	g2 JS Req:	2
c9 Prior Nonsep Disq:	0	g3 Act/Cur Regist:	2
		g4 JS Defer:	1
d1 Reason Sep Before:	11	g5 JS Refers:	0
d2 Reason Sep After:	11	g6 Regis Priv Agency:	2
d3 Date Sep Before:	09/13/1991	g7 Priv Agency Refers:	N/A
d4 Date Sep After:	-/-/-	g8 Union Status:	1
d5 Recall Stat Before:	0	g9 Union Refs:	0
d6 Recall Stat After:	0	g10 KW Contacts:	N/A
d7 Tax Rate Last Emp:	2.70	g11 Prior KW Contacts:	N/A
d8 Ind Code Last Emp:	1731	g12 Contacts Inv:	0
		g13 Contacts Acc:	0
e1 BP Emps Before:	1	g14 Contacts Unacc:	0
e2 BP Emps After:	1	g15 Contacts Unver:	0
e3 BP Wages Before:	\$31843		
e4 BP Wages After:	\$31241	h1 Action Code:	1
e5 High Qtr Wages Before:	\$20000	h2 Amt Should Have Been Pd:	\$...
e6 High Qtr Wages After:	\$20000	h3 Total Amt OP:	\$0
e7 Wks Worked Before:	52	h4 Total Amt UP:	\$0
e8 Wks Worked After:	52	h5 Total KW OP:	\$...
e9 WBA Before:	\$291	h6 Total KW UP:	\$...
e10 WBA After:	\$291	h7 Inv Completed:	1
e11 MBA Before:	\$7566	h8 Inv Completed Date:	01/08/1992
e12 MBA After:	\$7566	h9 Supv Rev Completed:	0
e13 Depend Before:	0	h10 Supv Completed Date:	01/08/1992
e14 Depend After:	0	h11 Supv ID:

Fig. II-C-29

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Recover Prior Sample Selection

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Data Collection Instrument (DCI) Report

ROCASE #: 92028	KW: 09/28/1991	CASE TYPE: 0	Date: May 21, 1992
-----------------	----------------	--------------	--------------------

--- ERROR ISSUES ---

ERROR ISSUE #: 1

ei1 Amt KW Error:	\$1	QC Detection Pt:	20
ei2 KW Action:	20	Prior Agency Action:	10
ei3 Error Cause:	208	Prior Emp Action:	30
ei4 Error Response:	200	QC Action Appealed:	1

--- REOPENED ---

** NO ACTIVITY TO REPORT FOR THIS CASE **

--- ASSIGNMENT ---

ASSIGNMENT #: 1

ag1 Assign Date:	10/15/1991	ag3 QCS ID:	MISSING
ag2 INV. ID:	41	ag4 A/R:	MISSING

ASSIGNMENT #: 2

ag1 Assign Date:	01/13/1992	ag3 QCS ID:	MISSING
ag2 INV. ID:	25	ag4 A/R:	MISSING

Fig. II-C-30

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/022

Statistical Reports

CHAPTER III

STATISTICAL REPORTS

Statistical Reports. The screen on your monitor looks like this when you select the Statistical Reports option from the BQC main menu.

```
m_022

                        BQC STATISTICAL REPORTS MENU
-----
1      (A)nnual Report
2      (E)rror Rates Report
3      (S)tandard Statistical Reports
4      E(x)it to Previous Menu
-----

Use the directional arrow keys or the space bar and press RETURN or
press the number preceding or the letter in parentheses to select the
application you wish to run

<Ctrl-w> Help           <Ctrl-c> Cancel           <Ctrl-x> Logout
```

Fig. III-A-1

These reports require lengthy data calculations. If the software handled these reports in the usual fashion, you would wait a long time before you could view, print or save and you would not be able to do anything else while waiting. To avoid this, the system prepares the report(s) in the background. This means that after you provide the report specifications, you can leave the program before the report is ready. You can perform other functions on the system. You can request another report. You even can log off and the system continues processing the report(s).

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Statistical Reports

/022

After you complete needed report specifications, the following screen appears.

Your Annual Report will be processed in the "background". Since the report is being processed in the "background", you may proceed with other tasks on the system.

You will be notified via elm when your report is completed. The elm message will provide you with the file name of your report, which can be accessed by selecting the Recover Statistical Reports option (#7) from the Statistical Reports Menu. The naming convention for these reports is:

abbreviated report name + user id + process id

e.g., Annual Report + r2marris + 20001
would be named: rarr2marris20001

Reports will be kept on the system for a maximum of 28 days. If you wish to retain a specific report for more than 28 days, you will have to save it to your home directory.

Press Return to Continue

Fig. III-A-2

The system sends you an electronic mail message when any reports are completed. The message includes the name of the file. You need the name to retrieve the report(s) from the "Recover Statistical Reports" menu option. The electronic mail system on this network does not interrupt active processes to notify you of the availability of the finished report, as do some other e-mail systems. The only time the system tells you that new mail has arrived is when you log onto the system.

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Annual Report

Annual Report. Like the State Benefits Quality Control software, the Regional Office Monitoring software produces weighted estimates of the population proper payment, overpayment, and underpayment rates. The software also computes the 95 percent confidence interval for each of these three rates, reports the number of BQC sample cases completed (QC Supervisor sign-off) as of the date that the report is run, and provides the total amount of UI benefits paid to the claimant population. The Annual Report software also generates supplemental data of UI benefits overpaid by responsibility and cause. The supplemental data consists of up to 16 responsibility categories and 6 cause categories.

The proper payment rate consists of the amount paid to the claimant for cases with no overpayment error or cases in which a reversal resulted in a proper payment (Key Week (KW) action codes 01, 02, and 03). KW action codes 14, 16, and 23 are also counted as proper payments for the Annual Report. For cases with overpayments, if the amount overpaid is less than the amount paid, the difference between the amount paid and the amount overpaid is included in the proper payment rate. The proper payment rate also includes the amount paid for UI weeks with only underpayment errors.

* The overpayment rate consists of the amounts overpaid for all issues with KW action codes 10, 11, 12, 13, and 15. The dollar amount included in the overpayment rate calculation cannot exceed the amount paid to the claimant.

The underpayment rate consists of the amounts underpaid for all issues with KW action codes 20, 21, and 22.

After selecting the Annual Report option (A/a/1), from the menu on the previous page, you are prompted to specify an annual, quarterly, or other report.

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Annual Report

/0221

```
br_ar1
-----
                        QC Annual Report
-----

Is this an Annual, a Quarterly or Other Report? (a/q/o)

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "Annual Report".
```

Fig. III-A-3

If you select "Annual" on the above screen, enter the year on the following screen.

```
br_ar5
-----
                        QC Annual Report
-----

Report Year:          1988

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Enter the Year you want to use.
```

Fig. III-A-4

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Annual Report

If you select "Quarterly", enter the report year and then the quarter on the following screen.

```
br_ar5
-----
                        QC Annual Report
-----

Report Year:      1991
Quarter: (1/2/3/4)

<Ctrl-g> GotoMenu      <Ctrl-c> Cancel
```

Fig. III-A-5

If you select "Other", enter the beginning batch number and the ending batch number on the following screen.

```
br_ar6
-----
                        QC Annual Report
                    (Batch Range Selection Entry Screen)
-----

Beginning Batch:
Ending Batch:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Enter the Beginning Batch.
```

Fig. III-A-6

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Annual Report

/0221

Next choose whether you want to select the State(s) individually or to include all the States in your Region.

```
br_ar2
-----
                        QC Annual Report
-----

      1. All States in Region 5
      2. Pick States

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "All States in Region".
```

Fig. III-A-7

Make your decision on screen br_ar2. If you decide to select the State(s) individually, press 2 or p. A standard pick screen (br_ar2b) appears similar to the one below for Region 5.

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Annual Report

```
br_ar2b
-----
                        QC Annual Report
-----

                        No. of selected items:  1

IL
IN
MI
MN
OH

IN

<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
<Ctrl-[> Accept  <RETURN> Select Items  <e> Edit Mode    <r> Remove
```

Fig. III-A-8

Press <Ctrl-w> for field sensitive help screen. Press <Ctrl-g> to return to the Main menu. Press <Ctrl-c>, to cancel the current process and return to the previous menu.

To select a State(s) from the pick screen, position the cursor next to the State FIPS code abbreviation desired, and press <Enter>. Once you select all the States you want, press <Ctrl-[>. The next screen "br_ar3" inquires if you want to produce a diagnostic report in addition to the Annual Report.

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Annual Report

/0221

```
b_ar3
-----
                        QC Annual Report
-----

                        Would you like diagnostics?

<Ctrl-w> Help          <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
```

Fig. III-A-9

The diagnostic report shows sample and population data for each batch used in the calculation of the rates and confidence intervals for your report. In most cases, you do not need a diagnostics report, and only takes up disk space. You really only need a diagnostics run when you question the results of a previously run Annual Report. In such a case, you probably want to examine the batch by batch data used in that report.

If you do run a diagnostics report, the results are contained in a file named [ST]_diag.[login_id]. Substitute the State's FIPS abbreviation for [ST] and your login name for [login_id].

When you run a diagnostics report, the system also completes an abbreviated time lapse report for each State you've picked. The time lapse report is contained in a file named [ST]_tlapse.[login_id]. Substitute the State's FIPS abbreviation for [ST] and your login name for [login_id]. You access the diagnostic and time lapse files along with the annual report from the "Recover Statistical Reports" menu option.

Once you pass the diagnostics screen, you determine if the annual report will include Emergency Unemployment Compensation (EUC) cases. Use screen b_ar4 to enter your decision.

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Annual Report

```
b_ar4
-----
                        QC Annual Report
-----

Do you wish to Exclude or to Include EUC cases? (e/i)

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "Exclude".
```

Fig. III-A-10

After you complete all the specifications the system offers, the following screen appears. The program runs in the background, and you will receive an e-mail message telling you that its completed, and giving you the file name of the Annual Report file. It will be named "rarlogin_id#####" where the login_id is your login, and the numbers following that are system generated.

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Annual Report

/0221

Your Annual Report will be processed in the "background". Since the report is being processed in the "background", you may proceed with other tasks on the system.

You will be notified via elm when your report is completed. The elm message will provide you with the file name of your report, which can be accessed by selecting the "Recover Statistical Reports" option (#7) from the Statistical Reports Menu. The naming convention for these reports is:

abbreviated report name + user id + process id

e.g., Annual Report + r2mantle + process id
would be named rarr2mantle20001

Reports will be kept on the system for a maximum of 28 days. If you wish to retain a specific report for more than 28 days, you will have to save it to your home directory.

Press <Return> to continue.

Fig. III-A-11

If you wish to change the period covered by the report (from CY 1992 to CY 1993, for example), or any of the other report specifications, press Ctrl-c to go to screen b_ar2. If you want to return to menu m_0244 to select a different Standard Report, press Ctrl-g.

An example of the Annual Report program output is on the following pages:

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Annual Report

QC ANNUAL REPORT		
Run as of 03-01-94		
State: XXX		
Unemployment Insurance Quality Control		
Annual Report Format for 4th QTR of 1992		
Total Dollars Paid in Population		\$41,118,083
Sample Size		200
	Percentage of Dollars	95% Confidence Interval (+/-)
Proper Payments	83.3%	5.4%
Overpayments	16.7%	5.4%
	----- 100.0%	
Underpayments	0.1%	0.1%

Fig. III-A-12

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Annual Report

/0221

QC ANNUAL REPORT FOR XXX

**Supplemental Data
4th QTR of 1992**

Responsibility for Overpayments (Percent of Dollars Overpaid)

Claimant + Agency	34.1
Claimant Only	26.6
Agency Only	19.2
Employer Only	12.1
Claimant + Employer	8.0
Agency + Other	0.0
Claimant + Agency + Other	0.0
Claimant + Employer + Agency	0.0
Claimant + Employer + Agency + Other	0.0
Claimant + Employer + Other	0.0
Claimant + Other	0.0
Employer + Agency	0.0
Employer + Agency + Other	0.0
Employer + Other	0.0
Other Only	0.0
Responsibility Not Specified	0.0

Cause for Overpayments (Percent of Dollars Overpaid)

Eligibility Issues Excluding Work Search	43.7
Separation Issues	27.0
Work Search Issues	11.5
Benefit Year Earnings Issues	11.2
Other Issues	6.6
Base Period Wage Issues	0.0

Fig. III-A-13

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/0222

Error Rates Report

Error Rates Report. This menu option produces the Error Rates Report. The Error Rates Report provides weighted and unweighted estimates of the proper payment, overpayment, and underpayment rates for both weeks paid and dollars paid. It also shows percentages of dollars overpaid by cause and responsibility. The program computes 95 percent confidence intervals for all estimates. The number of completed sample cases (based on QC supervisor sign off), UI dollars paid to the sample, population size, and UI dollars paid to the population also appear on the report.

The case proper payment rate is the percent of cases with no overpayment or underpayment errors or cases in which a reversal resulted in a proper payment. These are cases with the Key Week (KW) action codes 01, 02, and 03. The calculation also includes cases with KW action codes 14, 16, and 23, to maintain consistency with the Annual Report.

The dollar proper payment rate is the amount paid to the claimant for cases with no overpayment errors or cases in which a reversal resulted in a proper payment. These are cases with the KW action codes 01, 02, and 03. If an overpayment amount is less than the amount paid, the calculation includes the difference in the proper payment rate. The proper payment rate also includes the amount paid for UI weeks with only underpayment errors or only overpayment errors with KW action codes 14 and 16.

The case overpayment rate is the percent of cases with KW action codes 10, 11, 12, 13, and 15. The dollar overpayment rate is the amount overpaid for all issues with KW action codes 10, 11, 12, 13, and 15. The dollar amount included in the overpayment rate calculation does not exceed the amount paid to the claimant.

The case underpayment rate is the percent of cases with KW action codes 20, 21, and 22. The dollar underpayment rate is the amount underpaid for all issues with KW action codes 20, 21, and 22.

When you select the (E)rror Rates Report option from the Standard Statistical Reports menu, the system prompts you to choose one State or all the States in your Region.

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Error Rates Report

/0222

The "Pick States/All States in your Region" selection screen appears when you select the Error Rates Report option from the Standard Statistical Reports menu.

```
br_er1
-----
                        Error Rates Report
-----

                        1. All States in Region 5
                        2. Pick States

<Ctrl-w> Help           <Ctrl-g> GotoMenu           <Ctrl-c> Cancel
Default value is "All States in Region".
```

Fig. III-B-1

If you select 'Pick States' from screen br_er1, a standard pick screen similar to Fig. III-B-2 will appear in Region 5.

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/0222

Error Rates Report

```
br_pick1
-----
                        PICK STATES
-----

                        No. of selected items:  1

IL
IN
MI
MN
OH

                                IN

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept    <RETURN> Select Items  <e> Edit Mode      <r> Remove
```

Fig. III-B-2

Press <Ctrl-w> to obtain field sensitive help information. Press <Ctrl-g> to return to the Main menu. Press <Ctrl-c> to cancel the current process and return to the previous menu. When you press <Ctrl-[>, the program ends the pick process and displays the next screen. Use "br_er2" to enter the batch range covered by the report.

After you choose the State, or the "All states in Region" covered by this report, enter the beginning and ending batch. As with the other standard reports, the calculation can handle a maximum of 157 batches in one report.

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Error Rates Report

/0222

```
br_er2
-----
                Error Rates Report
            (Batch Range Selection Entry Screen)
            -----

                Beginning Batch:

                Ending Batch:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Enter the Beginning Batch.
```

Fig. III-B-3

After entering the batch range, enter the type of report you want to produce; with weighted or unweighted estimates, or both. See Fig. III-B-4.

```
br_er3
-----
                Error Rates Report
            -----

Would you like Weighted/Unweighted/Both estimates (W/U/B)?

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Default value is "Both"
```

Fig. III-B-4

While the program is running, a screen appears that looks like Fig. III-B-5.

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Error Rates Report

Your Error Rates Report will be processed in the "background". Since the report is being processed in the "background", you may proceed with other tasks on the system.

You will be notified via elm when your report is completed. The elm message will provide you with the file name of your report, which can be accessed by selecting the "Recover Statistical Reports" option (#7) from the Statistical Reports Menu. The naming convention for these reports is:

abbreviated report name + user id + process id

e.g., Error Rates Report + r2marris + 20001
would be named : err2marris20001

Reports will be kept on the system for a maximum of 28 days. If you wish to retain a specific report for more than 28 days, you will have to your home directory.

Press Return to Continue

Fig. III-B-5

When you press Enter, the system advises that it is processing the report. The system then returns to the Statistical Reports Menu, screen m_022.

After the program runs, the system sends an electronic mail message to tell you the name of the file assigned to your report. You'll use this name to retrieve the report from the Recover Statistical Reports function. The file name format for this report is "errlogin_id#####" (i.e., err2hraber02543).

An example of the Error Rates Report program output is on the following pages.

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Error Rates Report

/0222

Run Date: Oct 01, 1992

ERROR RATES REPORT
(XXXXXXXX)

PAYMENT RATES
=====

Batches : 9101 to 9102
Sample Size : 80
Sample Dollars : \$10,721
Population Size : 915713
Population Dollars: \$123,183,204

Weighted Estimates

	Dollars (+/-)			Cases (+/-)		
Proper Payments	96.7	3.1		81.1	8.7	
Overpayments	3.3	3.1	*	12.5	7.3	*
Fraud	0.6	1.0	**	2.5	3.5	**
NonFraud	2.6	3.0	**	10.0	6.7	*
Underpayments	0.2	0.2	*	7.8	5.9	*
Overpayments by Responsibility -----						
Claimant Only	60.8	44.3	*	40.0	34.4	*
Claimant+Employer	0.0	0.0		0.0	0.0	
Claimant+Agency	0.0	0.0		0.0	0.0	
Claimant+Others	0.0	0.0		0.0	0.0	
Claimant+Employer+Agency	0.0	0.0		0.0	0.0	
Claimant+Employer+Others	0.0	0.0		0.0	0.0	
Claimant+Agency+Others	0.0	0.0		0.0	0.0	
Claimant+Employer+Agency+Others	0.0	0.0		0.0	0.0	
Employer Only	39.2	44.3	**	60.0	34.4	*
Employer+Agency	0.0	0.0		0.0	0.0	
Employer+Others	0.0	0.0		0.0	0.0	
Employer+Agency+Others	0.0	0.0		0.0	0.0	
Agency Only	0.0	0.0		0.0	0.0	
Agency+Others	0.0	0.0		0.0	0.0	
Others Only	0.0	0.0		0.0	0.0	

Fig. III-B-6

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Error Rates Report

Run Date: Oct 01, 1992

ERROR RATES REPORT
(STATENAME)

Overpayments by Cause -----	Dollars (+/-)			Cases (+/-)	
Benefit Year Earning	60.8	44.3	*	40.0	34.0 *
Base Period Wages	39.2	44.3	**	60.0	34.0 *
Separation Issues	0.0	0.0		0.0	0.0
Work Search	0.0	0.0		0.0	0.0
Other Eligibility Issues	0.0	0.0		0.0	0.0
Dependents Allowance	0.0	0.0		0.0	0.0
Other Causes	0.0	0.0		0.0	0.0

* This estimate should be used with caution as it is relatively imprecise. Any conclusions that are based on this estimate could be misleading due to the large sampling error compared to the estimate. It is recommended that the estimate be recomputed using additional sample cases.

** The sampling error associated with this estimate is so large compared to the estimate that the estimate is extremely unreliable. It is strongly recommended that this estimate not be used until additional sample cases are included.

Fig. III-B-7

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Error Rates Report

/0222

Run Date: Oct 1, 1992

Unweighted Estimates

	Dollars (+/-)			Cases (+/-)		
Proper Payments	96.8	3.0		81.3	8.6	
Overpayments	3.2	3.0	*	12.5	7.3	*
Fraud	0.7	1.0	**	2.5	3.4	**
NonFraud	2.5	2.8	**	10.0	6.6	*
Underpayments	0.2	0.2	*	7.5	5.8	*

Overpayments by Responsibility

Claimant Only	60.4	43.5	*	40.0	32.0	*
Claimant+Employer	0.0	0.0		0.0	0.0	
Claimant+Agency	0.0	0.0		0.0	0.0	
Claimant+Others	0.0	0.0		0.0	0.0	
Claimant+Employer+Agency	0.0	0.0		0.0	0.0	
Claimant+Employer+Others	0.0	0.0		0.0	0.0	
Claimant+Agency+Others	0.0	0.0		0.0	0.0	
Claimant+Employer+Agency+Others	0.0	0.0		0.0	0.0	
Employer Only	39.6	43.5	**	60.0	32.0	*
Employer+Agency	0.0	0.0		0.0	0.0	
Employer+Others	0.0	0.0		0.0	0.0	
Employer+Agency+Others	0.0	0.0		0.0	0.0	
Agency Only	0.0	0.0		0.0	0.0	
Agency+Others	0.0	0.0		0.0	0.0	
Others Only	0.0	0.0		0.0	0.0	

Fig. III-B-8

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Error Rates Report

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Standard Statistical Reports

Standard Statistical Reports. The reports described in the rest of this chapter are Standard Statistical Reports. These reports are similar to the same reports produced by the standard State BQC software. The functions are mostly the same, with the exception that reports can be run on one State in your Region, or all the States in your Region.

```
m_0223

      BQC STANDARD STATISTICAL REPORTS MENU

-----

      1      (P)ayment Status Report
      2      (E)rror Cause Summary
      3      (E)rror Responsibility Summary
      4      Point of (D)etection Error Summary
      5      (W)ork Search Summary
      6      (B)ase Period Wages Report
      7      Recover (S)tatistical Reports
      8      E(x)it Previous Menu

-----

Use the directional arrow keys or the space bar and press RETURN or
press the number preceding or the letter in parentheses to select the
application you wish to run

<Ctrl-w> Help           <Ctrl-c> Cancel           <Ctrl-x> Logout
```

Fig. III-C-1

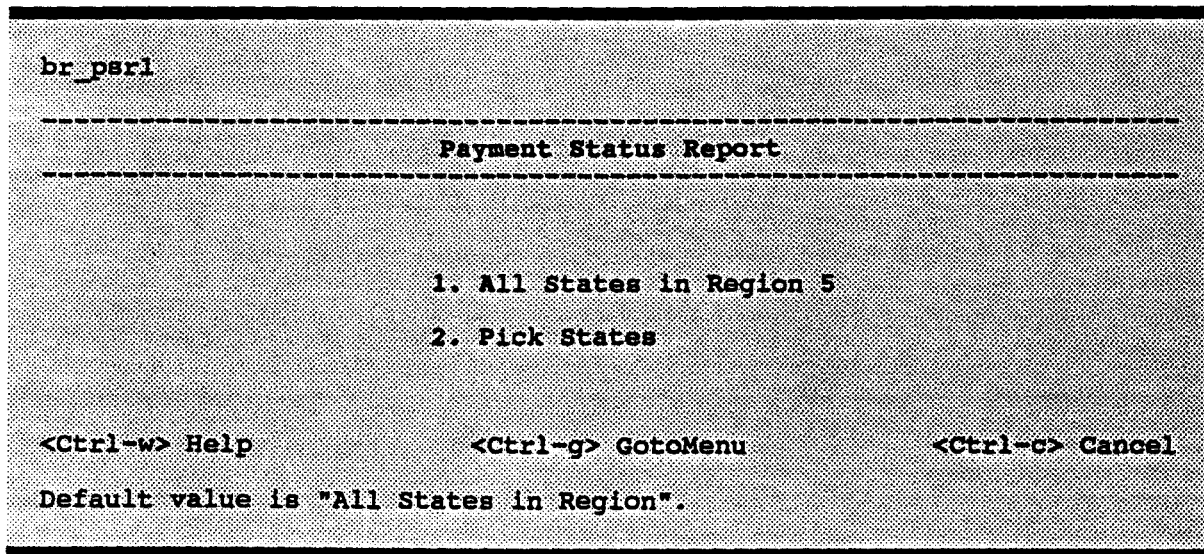
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Payment Status Report

/02231

Payment Status Report. The Payment Status Report provides information about the status of completed cases. It displays the number of completed cases. It also provides the number and percentage of proper and improper payments. Lastly, the report gives the number of issues overpaid and underpaid broken down by a user-specified list option. There are three list options: Local Office, All Investigators, and Individual Investigator.

The "Pick States/All States in your Region" selection screen appears when you select the Payment Status Report option from the Standard Statistical Reports menu.



```
br_psrl
-----
Payment Status Report
-----

1. All States in Region 5
2. Pick States

<Ctrl-w> Help      <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Default value is "All States in Region".
```

Fig. III-C-2

If the Regional user selects 'Pick States' from screen br_psrl, then a pick screen similar to the one below for Region 5 will display.

If the user presses <Ctrl-w>, a field sensitive help screen will be displayed. If the user presses <Ctrl-g>, the program will return to the Main menu. If the user presses <Ctrl-c>, the program will cancel the current process and return to the previous menu.

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Payment Status Report

```
br_pick1
-----
                        PICK STATES
-----
                        No. of selected items:  1

IL
IN
MI
MN
OH

      IN

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-]> Accept    <RETURN> Select Items    <e> Edit Mode      <r> Remove
```

Fig. III-C-3

You can select the States you want in the report by pressing <Enter> when the cursor highlights that State. Once you select the States, press Ctrl-[to accept the selection. The system then prompts you for the batches you want covered by the report.

The batch selection screen will appear on your monitor when you have selected the individual States, or your whole Region.

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Payment Status Report

/02231

```
br_psr2

-----
                Payment Status Report
            (Batch Range Selection Entry Screen)
-----

                Beginning Batch:

                Ending Batch:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Enter the Beginning Batch.
```

Fig. III-C-4

For a report covering a single batch, enter the one batch number and press Return. To request a report that covers a batch range, enter a beginning batch number followed by an ending batch number. The calculation can handle from one to 157 consecutive batches. Don't press Return between the two batch numbers if you are asking to cover a batch range. The cursor advances automatically to the ending batch field after you enter a valid beginning batch number. The program will validate your entries, ensuring that they are legitimate batch numbers. The ending batch number cannot be greater than the beginning batch number.

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Payment Status Report

After you've entered a batch range the screen prompts you to choose a list option.

```
br_per3
-----
                        Payment Status Report
-----

      1. Local office report
      2. All investigators report
      3. Individual investigator report

      Select Report Type (L/A/I):

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "Local office report".
```

Fig. III-C-5

- 1) The Local Office option lists the status of cases by local office number.
- 2) The All Investigators option lists the status of cases by investigator ID.
- 3) The Individual Investigator Report provides a "pick screen" from which you may specify the individual investigators you want covered by the report. (This function only appears if you choose 1 State from the earlier choices.)

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Payment Status Report

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The program displays a screen explaining that the report will be processed in the background, and that you will receive an electronic mail message when the report is completed. The file name of the report is included in the e-mail message, and you can access the report through the Standard Statistical Reports menu, by selecting the Recover Statistical Reports Option.

Your Payment Status Report will be processed in the "background". Since the report is being processed in the "background", you may proceed with other tasks on the system.

You will be notified via elm when your report is completed. The elm message will provide you with the file name of your report, which can be accessed by selecting the Recover Statistical Reports option (#7) from the Statistical Reports Menu. The naming convention for these reports is:

abbreviated report name + user id + process id

e. g. Payment Status Report + r2berra + 20001
would be named: psrr2berra20001

Reports will be kept on the system for a maximum of 28 days. If you wish to retain a specific report for more than 28 days, you will have to save it to your home directory.

Press Return to Continue

Fig. III-C-6

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Payment Status Report

This is an example of the output created by the Payment Status Report.

Payment Status Report (Alaska)							
Beginning Batch: 9201				Run Date: Sep 15, 1992			
Ending Batch: 9213							
Local Office	# Cases Completed	KW Payment Status (# of cases)			Improper Payments (# of issues)		
		Proper	Improper		Overpaid	Underpaid	
0005	7	7	100.0%	0	0.0%	0	0
0009	7	5	71.4%	2	28.6%	2	0
0011	7	7	100.0%	0	0.0%	0	0
0012	6	5	83.3%	1	16.7%	1	0
0020	6	6	100.0%	0	0.0%	0	0
0022	6	4	66.7%	2	33.3%	2	1
0040	6	4	66.7%	2	33.3%	0	2
0052	6	5	83.3%	1	16.7%	1	0
0060	6	5	83.3%	1	16.7%	1	0
0061	6	5	83.3%	1	16.7%	1	1
0070	6	6	100.0%	0	0.0%	0	0
0071	6	6	100.0%	0	0.0%	0	0
0079	6	5	83.3%	1	16.7%	1	0
0080	6	6	100.0%	0	0.0%	0	0
0100	6	6	100.0%	0	0.0%	0	0
0103	6	6	100.0%	0	0.0%	0	0
0110	6	6	100.0%	0	0.0%	0	0
0111	6	5	83.3%	1	16.7%	1	0
0120	6	5	83.3%	1	16.7%	0	1
0140	6	5	83.3%	1	16.7%	1	0
0146	6	5	83.3%	1	16.7%	0	1
0150	5	5	100.0%	0	0.0%	0	0
0160	6	5	83.3%	1	16.7%	1	0
0170	6	5	83.3%	1	16.7%	0	1
0172	6	6	100.0%	0	0.0%	0	0
0200	6	6	100.0%	0	0.0%	0	0
0210	6	6	100.0%	6	00.0%	0	0
TOTALS	164	147	89.6%	17	10.4%	12	7

Fig. III-C-7

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Error Cause Summary

/02232

Error Cause Summary. The Error Cause Summary Report displays the number of issues grouped by error cause (field ei3) and a user-specified list option. There are three list options: Local Office, All Investigators, and Individual Investigator.

The cause categories and their matching codes are:

<u>Category</u>	<u>Error Cause Codes</u>
KW Reporting	100-199
Base Period Reporting	200-299
Separation Issues	300-399
Work Search	420-429
Eligibility Issues	400-499, excluding 420-429
Other Issues	500-699

When you select Error Cause Summary from the Standard Statistical Reports menu, the "Pick States/All States in your Region" screen appears on the monitor.

```
br_ecrl
-----
                        Error Cause Summary
                    (Batch Range Selection Entry Screen)
                    -----

                        1. All States in Region 5
                        2. Pick States

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel

Default value is "All States in Region".
```

Fig. III-C-8

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Error Cause Summary

If you select 'Pick States' from screen br_ecr1, then a pick screen similar to the one below for Region 5 displays.

```
br_pick1
-----
                        PICK STATES
-----

                        No. of selected items:  1

      IL
      IN
      MI
      MN
      OH

      [ IN ]

<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
<Ctrl-]> Accept  <RETURN> Select Items  <e> Edit Mode    <r> Remove
```

Fig. III-C-9

If you press <Ctrl-w>, a field sensitive help screen will be displayed. If the user presses <Ctrl-g>, the program will return to the Main menu. If the user presses <Ctrl-c>, the program will cancel the current process and return to the previous menu.

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Error Cause Summary

/02232

You can select the States you want in the report by pressing <Enter> when the cursor highlights that State. Once you selected the States, press Ctrl-[to accept that selection. The system then displays a screen allowing you to choose the batch range to include in the report.

```
br_ecr2
-----
                Error Cause Report
            (Batch Range Selection Entry Screen)
            -----

                Beginning Batch:
                   Ending Batch:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Enter the Beginning Batch.
```

Fig. III-C-10

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press Return between them). For a report covering a single batch, enter the one batch number and press Return. The program validates your entries, ensuring that they are legitimate batch numbers.

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Error Cause Summary

Once you've entered a batch range, the screen prompts you to choose a list option.

```
br_ecr3
-----
                        Error Cause Report
-----

1. Local office report
2. All investigators report
3. Individual Investigator report
Select Report Type (L/A/I):

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "Local office report".
```

Fig. III-C-11

The Local Office option lists the number of issues by local office number. The All Investigators option lists the number of issues by investigator ID. The third option (Individual investigator) will only appear if you request this report to be done on only one State.

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Error Cause Summary

/02232

br_pick2

Investigator ID

No. of selected items: 1

81
82
83
84
85
86
87

81

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-] > Accept <RETURN> Select Items <e> Edit Mode <r> Remove

Fig. III-C-12

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/02232

Error Cause Summary

Once you have completed all the specifications needed for the report, the following screen appears. The system sends you an electronic mail message containing the file name of the report when it completes processing the report. You can then retrieve it through the "Recover Statistical Reports" option on the Standard Statistical Reports Menu.

Your Error Cause Summary Report will be processed in the "background". Since the report is being processed in the "background", you may proceed with other tasks on the system.

You will be notified via elm when your report is completed. The elm message will provide you with the file name of your report, which can be accessed by selecting the Recover Statistical Reports option (#7) from the Statistical Reports Menu. The naming convention for these reports is:

abbreviated report name + user id + process id

e. g. Error Cause Summary Report + clinton + 20001
would be named: ecrclinton20001

Reports will be kept on the system for a maximum of 28 days. If you wish to retain a specific report for more than 28 days, you will have to save it to your home directory.

Press Return to Continue

Fig. III-C-13

An example of the program output follows in Fig. III-C-14 (file would be named ecrr2hraber90001):

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Error Cause Summary

/02232

Error Cause Report (Alaska)						
Beginning Batch: 9201 Ending Batch : 9213				Run Date: Sep 15, 1992		
Local Office	Ben. Yr. Earn.	BPW Rept.	Sep. Iss.	Work Srch.	Other Elig. Iss.	Other Iss.
0005	0	0	0	0	0	0
0009	1	0	0	1	0	0
0011	0	0	0	0	0	0
0012	0	1	0	0	0	0
0020	0	0	0	0	0	0
0022	1	1	0	0	0	1
0040	0	2	0	0	0	0
0052	0	1	0	0	0	0
0060	0	1	0	0	0	0
0061	1	1	0	0	0	0
0070	0	0	0	0	0	0
0071	0	0	0	0	0	0
0079	1	0	0	0	0	0
0080	0	0	0	0	0	0
0100	0	0	0	0	0	0
0103	0	0	0	0	0	0
0110	0	0	0	0	0	0
0111	0	0	1	0	0	0
0120	0	1	0	0	0	0
0140	1	0	0	0	0	0
0146	0	1	0	0	0	0
0150	0	0	0	0	1	0
0160	0	0	1	0	0	0
0170	1	0	0	0	0	0
0172	0	0	0	0	0	0
0200	0	0	0	0	0	0
0210	0	0	0	0	0	0
TOTALS	6	9	2	1	1	1
PERCENTAGES	30.0	45.0	10.0	5.0	5.0	5.0

Fig. III-C-14

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Error Responsibility Summary

Error Responsibility Summary. The Error Responsibility Summary displays the number of error issues for which various parties bear responsibility. It is a crosstabulation between error responsibility (field ei4) and a user-specified list option. There are two list options: local office and all investigators.

Shown below are the responsibility categories and their matching codes.

<u>Responsibility Category</u>	<u>Matching Code(s)</u>
Claimant	1000
Employer	0200
Agency	0030
Other	0004
Multiple	1200,1030,1004,0230, 0204,0034,1230,1204, 1034,0234,1234

When you select Error Responsibility Summary from the Standard Statistical Reports menu, a screen appears that allows you to run the report for all the States in your Region, or for selected States.

```
br_ers1
-----
Error Responsibility Summary Report
-----

1. All States in Region 5
2. Pick States

<Ctrl-w> Help      <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Default value is "All States in Region".
```

Fig. III-C-15

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Error Responsibility Summary

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If the Regional user selects 'Pick States' from screen br_ers1, then a pick screen similar to the one below for Region 5 appears.

```
br_pick1
-----
                        PICK STATES
-----
                        No. of selected items: 1

IL
IN
MI
MN
OH

IN

<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
<Ctrl-]> Accept  <RETURN> Select Items  <e> Edit Mode      <r> Remove
```

Fig. III-C-16

If the user presses <Ctrl-w>, a field sensitive help screen will be displayed. If the user presses <Ctrl-g>, the program will return to the Main menu. If the user presses <Ctrl-c>, the program will cancel the current process and return to the previous menu.

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Error Responsibility Summary

You can select the States you want in the report by pressing <Enter> when the cursor highlights that state. Once you have selected the States you press Ctrl-[to accept that selection. The system then displays a screen allowing you to choose the batch range to include in the report.

```
br_ers2
-----
Error Responsibility Summary Report
(Batch Range Selection Entry Screen)
-----

Beginning Batch:
Ending Batch:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Enter the Beginning Batch.
```

Fig. III-C-17

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press Return between them). For a report covering a single batch, enter the one batch number and press Return. The program validates your entries, ensuring that they are legitimate batch numbers.

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Error Responsibility Summary

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Once you've entered a batch range, the screen prompts you to choose the list option.

```
b_ers3

-----
Error Responsibility Summary Report
-----

1. Local Office Report
2. All Investigators Report
3. Individual Investigator Report
Select Report Type (L/A/I):

<Ctrl-w> Help      <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Default value is "Local Office Report".
```

Fig. III-C-18

The Local Office option lists the number of error issues by local office number. The All Investigators option lists the number of error issues by investigator ID. The Individual Investigator option lists the number of error issues by a user-selected set of investigator IDs. The last option, for a report by individual investigators is only available when you have requested the report to cover only one State.

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Error Responsibility Summary

If you select option 3, a PICK screen like the one below appears allowing you to select by investigator IDs.

```
br_pick2
-----
Investigator ID
-----
No. of selected items: 1

81
82
83
84
85
86
87

81

<Ctrl-w> Help    <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
<Ctrl-]> Accept  <RETURN> Select Items  <e> Edit Mode    <r> Remove
```

Fig. III-C-19

After you have defined all the specific details you want covered in this report, the program begins to process the report and prompts you with the following screen.

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Error Responsibility Summary

/02233

Your Error Responsibility Summary Report will be processed in the "background". Since the report is being processed in the "background", you may proceed with other tasks on the system.

You will be notified via elm when your report is completed. The elm message will provide you with the file name of your report, which can be accessed by selecting the Recover Statistical Reports option (#7) from the Statistical Reports Menu. The naming convention for these reports is:

abbreviated report name + user id + process id

e. g. Error Responsibility Summary Report + clinton + 20001

would be named: ersclinton20001

Reports will be kept on the system for a maximum of 28 days. If you wish to retain a specific report for more than 28 days, you will have to save it to your home directory.

Press Return to Continue

Fig. III-C-20

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Error Responsibility Summary

An example of the program output follows in Fig. III-C-21 (file would be named ersclinton20001):

ERROR RESPONSIBILITY SUMMARY REPORT					
Beginning Batch: 9201			Run Date: Sep. 15, 1992		
Ending Batch : 9213					
Local Office	Claimant	Employer	Agency	Other	Multiple
0005	3	1	0	0	0
0009	2	0	0	0	0
0012	0	1	0	0	0
0022	2	1	0	0	0
0040	0	1	1	0	0
0052	0	1	0	0	0
0060	0	1	0	0	0
0061	1	1	0	0	0
0079	1	0	0	0	0
0111	1	0	0	0	0
0120	0	0	1	0	0
0140	1	0	0	0	0
0146	0	0	0	0	1
0150	0	0	1	0	0
0160	1	0	0	0	0
0170	1	0	0	0	0
0212	1	1	0	0	0
0222	0	1	0	0	0
0230	1	1	0	0	0
0250	0	1	0	0	0
0260	1	0	0	0	0
0261	1	1	0	0	0
0280	1	0	0	1	0
0290	1	2	0	0	2
0340	1	1	0	0	0
0352	2	0	0	0	0
TOTALS	22	15	3	1	3
PERCENTAGES	50.0	34.1	6.8	2.3	6.8

Fig. III-C-21

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Point of Detection Error Summary

/02234

Point of Detection Error Summary. The Point of Detection Error Summary provides you with information on the number of payment error issues and percentage distribution by the seven point of detection categories (field ei5 in the errisu table):

- 10 - Verification of work search contact
- 20 - Verification of wages and/or separation
- 30 - Claimant interview
- 40 - Verification of eligibility with 3rd parties
- 50 - UI records
- 60 - Job or Employment Service records
- 70 - Verification with union

After you select the Point of Detection Summary option, specify the beginning and ending batch.

```
br_pdpes1

-----
Point of Detection Payment Error Summary Report
(Batch Range Selection Entry Screen)
-----

1. All States in Region 5
2. Pick States

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "All States in Region".
```

Fig. III-C-22

If the Regional user selects 'Pick States' from screen br_pdpes1, then a pick screen similar to the one below for Region 5 displays.

If the user presses <Ctrl-w>, a field sensitive help screen will be displayed. If the user presses <Ctrl-g>, the program will return to the Main menu. If the user presses <Ctrl-c>, the program will cancel the current process and return to the previous menu.

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Point of Detection Error Summary

```
br_pick1
-----
                        PICK STATES
-----

                        No. of selected items:  1

IL
IN
MI
MN
OH

IN

<Ctrl-w> Help    <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
<Ctrl-[> Accept  <RETURN> Select Items  <e> Edit Mode    <r> Remove
```

Fig. III-C-23

You can select the States you want in the report by pressing <Enter> when the cursor highlights that State. Once you have selected the States you press Ctrl-[to accept that selection. The system then displays a screen allowing you to choose the batch range to include in the report.

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press Return between them). For a report covering a single batch, enter the one batch number and press Return. The program will validate your entries, ensuring that they are legitimate batch numbers.

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Point of Detection Error Summary

/02234

```
br_pdpes2  
  
-----  
Point of Detection Payment Error Summary Report  
(Batch Range Selection Entry Screen)  
-----  
  
Beginning Batch:  
Ending Batch:  
  
<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  
Enter the Beginning Batch.
```

Fig. III-C-24

Once you've entered a batch range the screen prompts you to choose a list option.

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Point of Detection Error Summary

```
br_pdpes3  
-----  
Point of Detection Payment Error Summary Report  
-----  
  
1. Local office report  
2. All investigators report  
3. Individual Investigator report  
Select Report Type (L/A/I):  
  
<Ctrl-w> Help      <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  
Default value is "Local office report".
```

Fig. III-C-25

The Local office report produces point of detection data for each local office.

The All investigators report produces point of detection data for each QC investigator.

The Individual Investigator report option will only appear if you choose a single State to include in your report. It will produce point of detection data for each QC investigator. A pick screen will appear with a list of QC Investigator IDs.

The Individual Investigator Report produces point of detection data for each QC investigator selected from the pick screen.

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Point of Detection Error Summary

/02234

```
br_pick2
-----
Investigator ID
-----
No. of selected items: 1

81
82
83
84
85

81

<Ctrl-w> Help    <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
<Ctrl-{}> Accept  <RETURN> Select Items  <e> Edit Mode    <r> Remove
```

Fig. III-C-26

When all specifications are chosen, the following screen appears giving brief information about the file naming process. Recover the report using the "Recover Statistical Reports" option on the Standard Statistical Reports Menu.

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Point of Detection Error Summary

Your Point of Detection Error Summary will be processed in the "background". Since the report is being processed in the "background", you may proceed with other tasks on the system.

You will be notified via elm when your report is completed. The elm message will provide you with the file name of your report, which can be accessed by selecting the Recover Statistical Reports option (#7) from the Statistical Reports Menu. The naming convention for these reports is:

abbreviated report name + user id + process id

e. g. Point of Detection Error Summary + r2mantle + 20001

would be named: pdpr2mantle20001

Reports will be kept on the system for a maximum of 28 days. If you wish to retain a specific report for more than 28 days, you will have to save it to your home directory.

Press Return to Continue

Fig. III-C-27

An example of the program output is on the following page in Fig. III-C-28.

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Point of Detection Error Summary

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Point of Detection Payment Error Summary Report							
Beginning Batch: 9101				Run Date: Apr 23, 1992			
Ending Batch: 9104							
Inv. ID	Work Search	Wages Sep.	Claim Intv.	Third Party	UI Recs.	JS/ES Recs.	Union
1	1	0	0	0	0	0	0
5	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0
9	0	1	0	0	0	0	0
10	0	2	0	0	0	0	0
11	0	0	0	0	0	0	0
12	0	3	0	0	0	0	0
13	0	2	0	0	0	0	0
14	0	0	0	0	0	0	0
15	0	2	0	0	0	0	0
17	0	0	0	0	0	0	0
19	0	1	0	0	0	0	0
20	0	1	0	0	0	0	0
21	0	2	0	0	0	0	0
22	0	0	0	0	0	0	0
23	0	1	0	0	0	0	0
31	0	0	0	0	0	0	0
32	0	0	0	0	0	0	0
40	0	1	0	0	0	0	0
41	0	2	0	0	0	0	0
44	0	0	0	0	0	0	0
50	0	1	0	0	0	0	0
51	0	0	0	0	0	0	0
52	0	2	0	0	0	0	0
53	0	0	0	0	0	0	0
62	0	0	0	0	0	0	0
63	0	1	0	0	0	0	0
72	0	0	0	0	0	0	0
73	0	0	0	0	0	0	0
75	0	0	0	0	0	0	0
76	0	0	0	0	0	0	0
77	0	1	0	0	0	0	0
87	0	0	0	0	0	0	0
89	0	1	0	0	0	0	0
90	1	0	0	0	0	0	0
TOTALS	2	24	0.0	0.0	0.0	0.0	0
PERCENTAGES	7.7	92.3	0.0	0.0	0.0	0.0	0

Fig. III-C-28

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Work Search Summary

Work Search Summary. The Work Search Summary provides the number of work search contacts investigated (field g12 in the master table). Also, it shows the number of work search contacts accepted (field g13). It contains the number of work search contacts unacceptable (field g14). It gives the number of work search contacts unverifiable (field g15). The report indicates both the number of cases and percentages. The report has the averages for each category printed on the last line of the report.

When you select Work Search Summary from the Standard Statistical Reports menu, the "Individual State/All States in your Region" selection screen appears on your monitor.

```
br_wss1
-----
Work Search Summary Report
-----

1. All States in Region 5
2. Pick States

<Ctrl-w> Help          <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "All States in Region".
```

Fig. III-C-29

If the Regional user selects 'Pick States' from screen br_wss1, then a pick screen similar to the one below for Region 5 will display.

If the user presses <Ctrl-w>, a field sensitive help screen will be displayed. If the user presses <Ctrl-g>, the program will return to the Main menu. If the user presses <Ctrl-c>, the program will cancel the current process and return to the previous menu.

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Work Search Summary

/02235

```
br_pick1
-----
PICK STATES
-----

No. of selected items: 1

IL
IN
MI
MN
OH

IN

<Ctrl-w> Help    <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
<Ctrl-[> Accept  <RETURN> Select Items  <e> Edit Mode    <r> Remove
```

Fig. III-C-30

You can select the States you want in the report by pressing **<Enter>** when the cursor highlights that State. Once you have selected the States you press **Ctrl-[** to accept that selection. The system then displays a screen allowing you to choose the batch range to include in the report.

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press **Return** between them). For a report covering a single batch, enter the one batch number and press **Return**. The program will validate your entries, ensuring that they are legitimate batch numbers.

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Work Search Summary

```
br_wss2

-----
Work Search Summary Report
(Batch Range Selection Entry Screen)
-----

Beginning Batch:
Ending Batch:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Enter the Beginning Batch.
```

Fig. III-C-31

Once you've entered a batch range the screen will prompt you to choose a list option.

The Local Office Report will produce work search summary data for each local office.

The All Investigators Report will produce work search summary data for each QC investigator.

The Individual Investigator Report will produce work search summary data only for each QC investigator selected from the list of QC investigators, which appears on a pick screen. This option only is available when you are running the report on one State.

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Work Search Summary

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```
br_wss3

-----
Work Search Summary Report
-----

1. Local office report
2. All investigators report
3. Individual Investigator report
Select Report Type (L/A/I):

<Ctrl-w> Help      <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
Default value is "Local office report".
```

Fig. III-C-32

Once you have completed all the specifications needed for the report, the system will display the following screen. When your report is completed, the system will send you an electronic mail message containing the filename of the report. You can then retrieve it through the "Recover Statistical Reports" option on the Standard Statistical Reports Menu.

If you wish to change the type of summary (All Investigators versus Local Office, for example), press **Ctrl-c** to go to screen `b_wss2`. If you want to return to menu `m_0244` to select a different Standard Report, press **Ctrl-g**.

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Work Search Summary

br_pick2

Investigator ID

No. of selected items: 1

81	<div>81</div>
82	
83	
84	
85	
86	
87	

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-] > Accept <RETURN> Select Items <e> Edit Mode <r> Remove

Fig. III-C-33

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Work Search Summary

/02235

Your Work Search Summary Report will be processed in the "background". Since the report is being processed in the "background", you may proceed with other tasks on the system.

You will be notified via elm when your report is completed. The elm message will provide you with the file name of your report, which can be accessed by selecting the Recover Statistical Reports option (#7) from the Statistical Reports Menu. The naming convention for these reports is:

abbreviated report name + user id + process id

e. g. Work Search Summary Report + r2marris + 20001
would be named: wssr2marris20001

Reports will be kept on the system for a maximum of 28 days. If you wish to retain a specific report for more than 28 days, you will have to save it to your home directory.

Press Return to Continue

Fig. III-C-34

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Work Search Summary

This is an example of the program output after you run the Work Search Summary Report.

WORK SEARCH SUMMARY

Beginning Batch: 9101
 Ending Batch : 9104

Run Date: Apr. 23, 1992

Inv ID	Cases Assigned	W.S. Total	W.S. Average	Acceptable # %	Unacceptable # %	Unverifiable # %
1	5	7	1.40	2 28.6	0 0.0	5 71.4
5	5	6	1.20	1 16.7	1 16.7	4 66.6
8	5	6	1.20	1 16.7	1 16.7	4 66.6
9	5	0	0.00	0 0.0	0 0.0	0 0.0
10	5	0	0.00	0 0.0	0 0.0	0 0.0
11	5	0	0.00	0 0.0	0 0.0	0 0.0
12	5	6	1.20	3 50.0	1 16.7	2 33.3
13	5	0	0.00	0 0.0	0 0.0	0 0.0
14	5	1	0.20	1 100.0	0 0.0	0 0.0
15	5	0	0.00	0 0.0	0 0.0	0 0.0
17	5	1	0.20	1 100.0	0 0.0	0 0.0
19	5	0	0.00	0 0.0	0 0.0	0 0.0
20	5	6	1.20	2 33.3	0 0.0	4 66.7
21	5	4	0.80	0 0.0	0 0.0	4 100.0
22	5	4	0.80	1 25.0	0 0.0	3 75.0
23	5	5	1.00	0 0.0	0 0.0	5 100.0
31	5	0	0.00	0 0.0	0 0.0	0 0.0
32	5	1	0.20	0 0.0	0 0.0	1 100.0
40	5	1	0.20	1 100.0	0 0.0	0 0.0
41	5	3	0.60	1 33.3	0 0.0	2 66.7
44	5	2	0.40	2 100.0	0 0.0	0 0.0
50	5	4	0.80	1 25.0	0 0.0	3 75.0
51	4	8	2.00	1 12.5	0 0.0	7 87.5
52	4	5	1.25	0 0.0	0 0.0	5 100.0
53	4	1	0.25	0 0.0	0 0.0	1 100.0
62	4	5	1.25	3 60.0	0 0.0	2 40.0
63	4	3	0.75	1 33.3	0 0.0	2 66.7
72	4	7	1.75	0 0.0	1 14.3	6 85.7
73	4	6	1.50	1 16.7	1 16.7	4 66.6
77	4	12	3.00	2 16.7	2 16.7	8 66.6
87	4	2	0.50	0 0.0	0 0.0	2 100.0
AVERAGE	4.71	3.42	0.72	0.80 23.39	0.23 6.73	2.39 69.88

NOTE: Data in the AVERAGE row have been rounded to two decimal places for display. The percentage calculations are based on unrounded data, and may not equal the percentages obtained using rounded data.

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Base Period Wages Report

/02236

Base Period Wages Report. The Base Period Wages report displays the number and percentage of cases for which the Base Period Wages, Weekly Benefit Amount, and Maximum Benefit Amount were stated correctly, overreported or underreported. The report also gives unweighted estimates of the average overstated amounts and the average understated amounts.

When you select Base Period Wages Report from the Standard Statistical Reports menu, you will see the "Individual State/All States in your Region" selection screen appear on your monitor.

```
br_bpwl  
-----  
Base Period Wages Report  
-----  
  
1. All States in Region 5  
2. Pick States  
  
<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel  
Default value is "All States in Region".
```

Fig. III-C-35

If the Regional user selects 'Pick States' from screen br_bpwl, then a pick screen similar to the one below for Region 5 will display.

If the user presses <Ctrl-w>, a field sensitive help screen will be displayed. If the user presses <Ctrl-g>, the program will return to the Main menu. If the user presses <Ctrl-c>, the program will cancel the current process and return to the previous menu.

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Base Period Wages Report

```
br_pick1
-----
                        PICK STATES
-----
                        No. of selected items: 1

IL
IN
MI
MN
OH

                                IN

<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
<Ctrl-[> Accept  <RETURN> Select Items  <e> Edit Mode    <r> Remove
```

Fig. III-C-36

You can select the States you want in the report by pressing **<Enter>** when the cursor highlights that State. Once you have selected the States you press **Ctrl-[** to accept that selection. The system then displays a screen allowing you to choose the batch range to include in the report.

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press **Return** between them). For a report covering a single batch, enter the one batch number and press **Return**. The program will validate your entries, ensuring that they are legitimate batch numbers.

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Base Period Wages Report

/02236

br_bpw2

Base Period Wages Report
(Batch Range Selection Entry Screen)

Beginning Batch:

Ending Batch:

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel

Enter the Beginning Batch.

Fig. III-C-37

Once you've entered a batch range the report will be submitted for processing as a background process, and the following screen will appear.

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Base Period Wages Report

Your Base Period Wages Report will be processed in the "background". Since the report is being processed in the "background", you may proceed with other tasks on the system.

You will be notified via elm when your report is completed. The elm message will provide you with the file name of your report, which can be accessed by selecting the Recover Statistical Reports option (#7) from the Statistical Reports Menu. The naming convention for these reports is:

abbreviated report name + user id + process id

e. g. Base Period Wages + r2marris + 20001
would be named: bpwr2marris20001

Reports will be kept on the system for a maximum of 28 days. If you wish to retain a specific report for more than 28 days, you will have to save it to your home directory.

Press Return to Continue

Fig. III-C-38

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Base Period Wages Report

/02236

An example of the program output follows (file
bpwr2marris90001):

Base Period Wages Report (Illinois)			
Beginning Batch: 9201 Ending Batch : 9213		Run Date: Sep 15, 1992	
	# of Cases	% of Cases	Ave Error
Cases Where Base Period Wages Were			
Correct (e3=e4)	368	83.2%	-----
Understated (e3<e4)	37	8.4%	-\$2,923
Overstated (e3>e4)	37	8.4%	\$1,272
Total	442	100.0%	
Cases Where Weekly Benefit Amt. Was			
Correct (e9=e10)	404	91.4%	-----
Understated (e9<e10)	20	4.5%	- \$17
Overstated (e9>e10)	18	4.1%	\$17
Total	442	100.0%	
Cases Where Maximum Benefit Amt. Was			
Correct (e11=e12)	398	90.0%	-----
Understated (e11<e12)	22	5.0%	- \$527
Overstated (e11>e12)	22	5.0%	\$577
Total	442	100.0%	

Fig. III-C-39

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Recover Statistical Reports

Recover Statistical Reports. When this option is selected, a "pick" screen will display the names of stored reports selected earlier through the Standard Statistical Reports Menu. The reports are identified by the naming convention shown below:

Abbreviated report name + user id + process id

e.g., Base Period Wages Report + r2mantle + 20001
would be named bpwr2mantle20001

The file name is specified in an electronic mail message that the system generates to tell you that the report is completed. Since the processing needed to do the report can be very lengthy at times, the statistical reports have been developed to run in the "background", allowing the user to proceed with other tasks, or even log off the system entirely.

When you log back onto the system, a message will appear on the screen saying, "You have new mail." Select the Desk Management option from the Regional Office Main Menu, activate the Electronic Mail option to read the e-mail message from the system, and record the file name.

The Recover Statistical Reports program allows users to retrieve and view, print, and/or save standard statistical reports residing in the "/rpt" directory. As mentioned in the brief message which appears after you request the report, these files are stored in the "/rpt" directory for only 28 days, and automatically purged after that time.

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Recover Statistical Reports

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If you want to save them for a longer time, use "Recover Statistical Reports" to save them to your home directory.

```
br_rsr1
-----
RECOVER STATISTICAL REPORTS
-----
No. of selected items: 1

bpwr2mantle1477AA
ecrr2mantle1520AA
err2mantle4635
psrr2mantle1324
pdpr2mantle12345
wssr2mantle9876

ecrr2mantle1520AA

<Ctrl-w> Help    <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
<Ctrl-[> Accept  <RETURN> Select Items  <e> Edit Mode    <r> Remove
```

Fig. III-C-40

Only you can recover the reports you have generated under your login ID. Likewise, any reports generated under another login account appear only in that account's Recover Statistical Reports pick screen br_rsr1; not yours. An example of the "pick" screen is shown in Fig. III-C-40. The program will sort those reports by file name. The user may choose one or more reports. Reports may be picked by placing the cursor next to the filename, and pressing <Return>. The file name will then appear in the window within the screen. Once all the files desired are picked, press Ctrl-[, and the system will move to a "view, print, save" screen shown in Fig. III-C-41.

After the desired reports are retrieved, the user may choose to print, save, or view the reports on the screen. If the user chooses the save option, the reports will be saved in the user's home directory.

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Recover Statistical Reports

```
br_rsr2
-----
                RECOVER STATISTICAL REPORTS
-----

        1.    View Report
        2.    Print Report
        3.    Save Report To /homedir3/r2mantle

                Select an option:

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
```

Fig. III-C-41

The user should enter 1, V, or v to view the report(s) on the screen; key 2, P, or p to print the report(s); or press 3, S, or s to save the report(s). If the user chooses S, s, or 3, then a file with the same name as in the "/rpt" directory will be saved to the user's home directory.

The procedure for printing reports may vary depending upon the configuration of your equipment. The system is designed to print properly under the standard LAN printing methods. A printer (usually a Hewlett Packard Laserjet) that is connected to the Region's LAN system will produce properly formatted reports. Other printing methods may produce unreliable results.

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Recover Statistical Reports

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/023

Standard Reports Menu

CHAPTER IV

STANDARD REPORTS

The Standard Reports Menu appears when you select the third option on the BQC Main Menu Screen, the Standard (R)eports option (path /023).

```

** m_023 **
                                BQC STANDARD REPORTS MENU
-----
      1      (O)fficial Time Lapse Report QC-6
      2      (S)ample & Population Reports
      3      E(x)it to Previous Menu

-----
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN, or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help          <Ctrl-c> Cancel          <Ctrl-x> Logout

```

Fig. IV-1

At the present time, Regional Office users may choose to run only the Official Time Lapse Report, which will produce the standard time lapse report in the Official Format, covering the batch range specified by the user.

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Official Time Lapse Report

/0231

Official Time Lapse. The screen on your monitor looks like Fig. IV-2 when you select the Official Time Lapse Report option (path /0231) from the Standard Reports Menu. The (O)fficial Time Lapse Report is used primarily for monitoring purposes. In addition, this program is included in the State BQC software. This program reports the number of days from the batch week ending date to the supervisory review date (or reopened date when the Reopen Case code (rol) equals 3). Cases must be in the system at least 13 weeks.

```
br_otl1
-----
                Official Time Lapse Report
              (Batch Range Selection Entry Screen)
              -----

                Beginning Batch:    9201

                Ending Batch:      9239

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Enter the Beginning Batch.
```

Fig. IV-2

Enter the batch range desired in the appropriate fields. The default for the beginning batch is the first batch of the current year. If this is what you want, simply press **Enter** or **Return**. If not, enter the correct beginning batch number. The cursor advances to the next prompt, Ending Batch. The default for this prompt is the current batch number. Enter the same number in both fields to run the report for only one batch. If you use the defaults, press **Enter** or **Return** to advance to the next screen. Note that you can use **Ctrl-b** to go back to the Beginning Batch prompt.

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/0231

Official Time Lapse Report

The default values are:

Beginning batch -- the first batch of the current calendar year.

Ending batch -- the last batch number that is at least 13 weeks earlier than the system's current batch number.

The program performs the following validations to insure that the batch ranges entered are logically correct:

The beginning batch number and ending batch number must each contain 4 digits.

The beginning batch number must be greater than or equal to 8540 and less than or equal to the most recent batch number (latest batch number) in the system.

The rightmost 2 digits of the batch number must represent a valid week of the year (i.e., they cannot exceed 52 unless it is a leap year when 53 is acceptable).

The ending batch number cannot exceed the most recent batch number.

The beginning batch number cannot exceed the ending batch number.

Error messages appear when the batches fail these validations and you must reenter batch number(s) to continue. Ctrl-c and Ctrl-g exit the program and return you to the calling menu. When the batches pass validation, the Case type menu is displayed.

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Official Time Lapse Report

/0231

Case Type Selection Screen. The screen on your monitor looks like Figure IV-3 after you enter valid batch numbers.

```
br_ot12
-----
                        Official Time Lapse Report
                        Case Menu
-----
1.      Core
2.      Select all Special Studies
3.      Pick One or More Special Studies
4.      All Case Types
Select an Option: █

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default is "Core".
```

Fig. IV-3

The case type is a value ranging from 0 to 9.

1, c, or Core automatically selects all case types equal to 0.

2, s, or Select All Special Studies automatically selects all case types from 1 to 9.

3, p, or Pick One or More Special Studies allows the user to pick any special studies case types from 1 to 9 which are in the database.

4, a, or All Case Types automatically selects all case types from 0 to 9.

If you choose the Pick option, then a pick screen appears from which you choose one or more case types.

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Official Time Lapse Report

```
otl_pick1
-----
Official Time Lapse Report
-----
No. of selected items: 1

1
2
3
7

1

<Ctrl-w> Help    <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
<Ctrl-[> Accept  <RETURN> Select Items  <e> Edit Mode    <r> Remove
```

Fig. IV-4

Use this screen to select the type of case(s) you want to include in the report. When your selection of special case codes is complete, press Ctrl-[to accept the codes chosen. Then the program processes a report for each pick item. If your database includes Special Studies cases, only existing codes show on the pick screen.

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Official Time Lapse Report

/0231

After selecting the case types to include in the report, the Regional user then sees the screen shown in Figure IV-5. This prompts you to select a report for individual States in your Region or a separate report for all your States.

```
br ot13b
-----
                Official Time Lapse Report
                Regional Summary Menu
-----

                1. Pick states.

                2. Separated by state.

                Select an Option: █

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default value is "Pick States".
```

Fig. IV-5

If you choose the first option, a pick screen (Fig. IV-6) appears showing a list of the Region's State FIPS codes. Individual States may be selected and the same commands will apply as those which operated in the Case Type "pick screen". When you successfully complete the "pick" or if you selected the second option, the program begins to process the data and create the report.

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Official Time Lapse Report

```
br_otlp2
-----
Official Time Lapse Report
-----
No. of selected items:  1

IL
IN
MI
MN
OH

IN

<Ctrl-w> Help    <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
<Ctrl-]> Accept  <RETURN> Select Items  <e> Edit Mode    <r> Remove
```

Fig. IV-6

Once you have completed all the specifications needed for the report, the system will display the following screen (Fig. IV-7). When your report is completed, the system will send you an electronic mail message containing the file name of the report. You can then retrieve it through the "Recover Statistical Reports" option on the Standard Statistical Reports Menu.

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Official Time Lapse Report

/0231

Your Official Time Lapse Report will be processed in the "background". Since the report is being processed in the "background", you may proceed with other tasks on the system.

You will be notified via elm when your report is completed. The elm message will provide you with the file name of your report, which can be accessed by selecting the Recover Statistical Reports option (#7) from the Statistical Reports Menu. The naming convention for these reports is:

abbreviated report name + user id + process id

e. g. Official Time Lapse Report + clinton + 20001
would be named: otclclinton20001

Reports will be kept on the system for a maximum of 28 days. If you wish to retain a specific report for more than 28 days, you will have to save it to your home directory.

Press Return to Continue

Fig. IV-7

Time Lapse Report Output Display. If the user selects to view the report, after retrieving it through the "Recover Statistical Reports" option on the BQC Standard Statistical Reports Menu, a screen like Figure IV-8 appears.

A more detailed explanation of the "Recover Statistical Reports" function can be found beginning on Chapter III-C-41 of this Handbook.

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Official Time Lapse Report

Official Time Lapse Report Regional Office/State		
Batches: 9201 - 9239	Run Date: 01/08/93	
No. of cases sampled: 676	Region: 04	
	State: GA	
	-----DAYS-----	
	60	90
Number of Cases in System	676	676
Number of Cases Completed	654	675
Percent of closed Cases	96.75	99.85

- a minimum of 70 percent of cases must be completed within 60 days of the week ending date of the batch, and

- a minimum of 95 percent of cases must be completed within 90 days of the week ending date of the batch.

Fig. IV-8

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Official Time Lapse Report

/0231

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/024

Current Database Status

CHAPTER V

CURRENT STATUS OF INFORMATION IN THE UIDB

Current Database Status. Your monitor looks like Figure V-1 when you select the fourth option on the BQC Main Menu Screen, titled Current Database Status.

```
br_cds1

                                CURRENT DATABASE STATUS
-----

                                Region: 4

                                AL    01/23/93
                                FL    01/22/93
                                GA    01/22/93
                                KY    01/23/93
                                MS    01/23/93
                                NC    01/22/93
                                SC    01/22/93
                                TN    01/23/93

Print Report (Y/N)?
Default is 'No'
<Ctrl-w> Help                                <Ctrl-g> GotoMenu                                <Ctrl-c> Cancel
```

Fig. V-1

This option generates a report based on the National Office database, and provides to Regional users the date that the National Office last made a data pickup from the Region's States.

This information can be critical in deciding when the Region should select a sample of the State's closed QC cases for monitoring purposes. At times, the UI database is not updated as scheduled. The data contained in the National UI database may not be as recent

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Current Database Status

/024

as desired for inclusion in the monitoring sample. In general, these telecommunications problems happen infrequently. This function should be run routinely before choosing a monitoring sample. Then Regional Office staff can make an informed judgement whether to go ahead with the sample pull or wait a day or two until the UI database shows a more recent update date for the State in question.

The report shows pick up dates only for the Region's States, based on the user's login. Press 'Y' to obtain a printed copy of the report when a prompt appears asking, "Print Report (Y/N)?" When you respond to this question, the system automatically moves back to the initial BQC Menu, Version 1.1 (** m_02). The local printer at the user's location should print this report when requested.

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Appendix A

APPENDIX A

**ACCESSING THE UIS DATA PROCESSING NETWORK
FROM THE REGIONAL OFFICES AND DOWNLOADING DATA FILES**

1. These procedures assume that you are using the OIRM-supplied IBM-compatible PC's. Follow Login Procedures for the 3Com LAN running on the Regional equipment.
2. At the Main Menu (shown below), select the Utilities Menu (press <U>), then select Communications (press <C>) or use the arrow key to highlight that selection and then press <Enter>.

MAIN MENU

```
Printer Connections
Harvard Graphics Menu
Lotus (Version 3.1
Mail (3+Mail)
F-PC File (Ver. 5.0)
Rbase
Systems Application Menu
WordPerfect 5.1
Utilities Menu
x eXit LAN Connection
```

If the Main Menu does not include the Auxiliary Menu option or if the LAN menu does not have a Communications option, exit the Main Menu and return to stand-alone mode, running DOS. At the DOS prompt, type `cd \em220`, then type `em`. (If your system uses the EM-320 emulator, substitute that number for `em220`) This will execute the terminal emulation application. Follow the remaining steps.

3. After selecting the Auxiliary and Communications Menus, or executing `em` at the DOS prompt, the following display will appear at the bottom of your screen:

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VT220 7 80 7 ONLINE ALT H=HELP ALT X=EXIT ARROWS

4. To see if the em220 parameters are set correctly, press <F3>. An EM220 MAIN SETUP MENU will appear on your screen. Your set-up screen should match the options displayed below. Use the arrow keys to move the cursor from option to option on your screen, and after setting the correct options, save the new set-up by pressing <F2>. Exit the menu by pressing <F1>.

REG #	EM220 MAIN SETUP MENU	Ver. 3.53
GENERAL	COMMUNICATIONS	
<input checked="" type="checkbox"/> VT220(7 bit) <input type="checkbox"/> VT220(8 bit)	Comm Port <input type="checkbox"/> One <input checked="" type="checkbox"/> Two	
	19200 9600 4800 <input checked="" type="checkbox"/> 2400 1200	
	600 300 150 110 75	
	Parity <input type="checkbox"/> No <input type="checkbox"/> Odd <input type="checkbox"/> Even <input checked="" type="checkbox"/> Sp <input type="checkbox"/> Mk	
	Data Bits <input checked="" type="checkbox"/> Seven <input type="checkbox"/> Eight	
	Stop Bits <input checked="" type="checkbox"/> One <input type="checkbox"/> Two	
	Local Echo <input type="checkbox"/> On <input checked="" type="checkbox"/> Off	
	Modem Control <input type="checkbox"/> On <input checked="" type="checkbox"/> Off	
	Status <input checked="" type="checkbox"/> Online <input type="checkbox"/> Local	
	Transmit <input type="checkbox"/> Limited <input checked="" type="checkbox"/> Unlimited	
	Protocol <input checked="" type="checkbox"/> XON/XOFF <input type="checkbox"/> RTS/CTS <input type="checkbox"/> No	
	Buffer Size 10000	
	Flow off at 1000 Flow on at 30	

*The Comm Port setting will vary from system to system.

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5. If your machine has the "Communications" menu option, select the option labeled 2400 baud modem. To dial out from em220, press the <ALT> and <p> keys. This will display the MODEM DIALER screen. After the NUMBER TO DIAL: prompt appears, type in the uis1 phone number (example: 82022197424) and press <F3>. You will get the following message:

Dialing... (Press ALT A to abort)

When a connection is made, the system will return you to the initial em220 screen. Press <Enter> multiple times until the following prompt appears:

SunOS UNIX (uis1)
login:

6. At the login prompt, type in your user id and press <Enter>. The next prompt will ask for your password; type your password and press <Enter>.

** m_0 **

UIS REGIONAL OFFICE MAIN MENU

-
- | | |
|---|---|
| 1 | (D)esk Management |
| 2 | (B)enefits Quality Control |
| 3 | (U)I Required Reports |
| 4 | Corrective (A)ction Plan |
| 5 | (C) Shell - Escape to Unix Command Line |
| 6 | (L)ogout - Choose this first, before typing Alt-X to exit |
-

To select an option: Use the directional arrow keys or the space bar to highlight an option and press RETURN, or press the number preceding the option or the letter in parentheses.

<Ctrl-w> Help

<Ctrl-c> Cancel

<Ctrl-x> Logout

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Appendix A

You should now be logged into the uis1 national office machine. The system will prompt you to press <Enter> twice more, and then the Main Menu will be displayed.

7. You can now run any of the options on the UIS Data Processing Network Main Menu, shown in the figure opposite.
8. Please remember to completely "log out" (end all the processes you started on the computer) before disconnecting your telephone connection with UIS1 in the National Office.
9. If you want to download a file saved by one of the various functions in the Benefits Quality Control System, the following procedures will effect a transfer of the file that you saved, from the uis1 machine to your PC.
 - A. From the Unix command line (uis1:/homedir3/r2yourname), type **kermit** and press <Enter>. You should see the following message:

```
C-Kermit, 4E(072) 24 Jan 89, SUNOS 4.X  
Type ? for help  
C-Kermit>
```

- B. Type **server** and press <Enter>. The following message will display:

```
"C-Kermit server starting. Return to your local machine by  
typing its escape sequence for closing the connection, and  
issue further commands from there. To shut down the C-  
Kermit server, issue FINISH or BYE command and then  
reconnect."
```

The remainder of the screen will be blank. Press <ALT> and <k> and you will get the following prompt: EM-Kermit>

- C. Type the following after the prompt:

```
get filename.out c:\file.out
```

(Where filename.out is the file that you saved from the BQC system, c: represents the drive to which you are sending the file, and file.out is the name of the file that will reside in your PC directory. You can also send the file to the a: drive, where it may be stored on a diskette.)

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- D. As the file transfer is taking place, you will see a status message display:

KERMIT - RECEIVE FILE STATUS

FROM:

TO:

K-BYTES TRANSFERRED: PACKET COUNT:

RETRANSMISSION:

STATUS:

- E. When the STATUS line shows the message: Transfer Complete, the EM-Kermit prompt will appear. Type **end** and press <Enter>. The C-Kermit prompt will appear. Type **exit** and press <Enter>.

When you have finished working in the BQC Regional Monitoring software, follow the menu directions to return to the point where you can press Ctrl-X to leave the menu system. This will not log you off the UI system. This will cause the cursor to appear following the prompt "uis1:/homedir3/yourname >>". This is called the Unix command line. It indicates that you are still active on UIS1. Press Ctrl-D to log out and end your computer session.

PLEASE NOTE: It is important that users first log off the UIS system before ending their em220 session. To do this, press <Ctrl-d>!!! The system will show the statement logout, and then telnet: Connection closed. You can then exit the EM220 Communications program by pressing <ALT> and <x> simultaneously. Failure to logout can result in processes continuing to run after the user has disconnected the modem, draining valuable computer memory space wastefully.

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Pressing <Alt-x> should return you to the LAN menu. If it does not, and garbage characters appear after you have logged out, press the <ALT> and <p> keys, and the MODEM DIALER screen will reappear. Press <F4> to hang up the modem, and a CALL TERMINATED message should appear. Press <F1>, and then press <ALT-x> again. This should return you to the LAN menu.

Please note: To conserve space on the uis1 machine, please delete old files that are no longer needed. While you are logged onto uis1, from the Unix command line, type an <l> and <Enter> to get a file "listing." To delete old files, type rm filename.out (where filename.out is the name of the file to be deleted).

EM320 SETUP

REG #	EM320 MAIN SETUP MENU	Ver. 3.53
GENERAL	COMMUNICATIONS	
<input checked="" type="checkbox"/> VT320(7 bit)	<input type="checkbox"/> VT320(8 bit)	Comm Port <input type="checkbox"/> One <input checked="" type="checkbox"/> Two **
<input type="checkbox"/> VT220(7 bit)	<input type="checkbox"/> VT220(8 bit)	<input type="checkbox"/> 19200 <input type="checkbox"/> 9600 <input type="checkbox"/> 4800 <input checked="" type="checkbox"/> 2400 <input type="checkbox"/> 1200
<input type="checkbox"/> VT102(7 bit)	<input type="checkbox"/> VT100(7 bit)	<input type="checkbox"/> 600 <input type="checkbox"/> 300 <input type="checkbox"/> 150 <input type="checkbox"/> 110 <input type="checkbox"/> 75
		Parity <input type="checkbox"/> No <input type="checkbox"/> Odd <input type="checkbox"/> Even <input checked="" type="checkbox"/> Sp <input type="checkbox"/> Mk
		Data Bits <input type="checkbox"/> Seven <input checked="" type="checkbox"/> Eight
		Stop Bits <input checked="" type="checkbox"/> One <input type="checkbox"/> Two
		Local Echo <input type="checkbox"/> On <input checked="" type="checkbox"/> Off
		Modem Control <input type="checkbox"/> On <input checked="" type="checkbox"/> Off
		Status <input checked="" type="checkbox"/> Online <input type="checkbox"/> Local
		Transmit <input type="checkbox"/> Limited <input checked="" type="checkbox"/> Unlimited
		Protocol <input checked="" type="checkbox"/> XON/XOFF <input type="checkbox"/> RTS/CTS <input type="checkbox"/> No
		Buffer Size <input type="checkbox"/> 10000
		Flow off at <input type="checkbox"/> 1000 Flow on at <input checked="" type="checkbox"/> 30

**The Comm Port setting will vary from system to system

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Appendix A

ALTERNATIVE FILE TRANSFER PROCEDURES

Several Regions have reported problems when using KERMIT to transfer files from the National Office (NO) system to local PCs. The first set of procedures listed below describes how to increase the error checking capabilities of KERMIT. If file transfer problems continue, the second set of procedures describes how to use the EM320 Log File utility to transfer files from the NO machine to a local PC.

1. After executing the EM320 application, the following display will appear at the bottom of your screen:

VT320 7 80 7 ONLINE ALT H=HELP ALT X=EXIT ARROWS

2. To see if the em320 parameters are set correctly, press <F3>. An EM320 MAIN SETUP MENU will appear on your screen. Your set-up screen should match the options displayed on the previous page.
3. Press <F6>; the FILE TRANSFER SETUP screen will display.

FILE TRANSFER SETUP

F3 = ASCII SETUP
F4 = XMODEM SETUP
F5 = KERMIT SETUP

1 Main 2 Save 3 ASCII 4 XMODEM 5 KERMIT

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4. Press <F5>, to select the Kermit setup options.

KERMIT SETUP MENU	
OPTIONS	PREFIXING
Partial Files	
End of Line	
Handshake Char.	
Packet Size	
Pad Count	
Pad character	
Max Retries	
Start of Packet	
Error Check _Cksum1 _Cksum2 <input checked="" type="checkbox"/> CRC	
1 Main 2 Save 3 Set Defs	

5. Move the cursor to the Error Check options and type X to select CRC. Press <F2> to save this screen, and then press <F1> twice, to exit the setup menus. This should improve KERMIT file transfers.

LOG FILE UTILITY

EM220 provides a log file utility that can be activated to capture everything that appears on your screen, while you are logged into the National Office system. The log file is stored on your local PC under the em220 directory. To activate the file, you must be out of the Informix Menu environment, and have the system prompt:

uis1:/\$HOME/login>>

(where \$HOME is replaced by your
home directory path) i. e.
uis1:/homedir3/r2marris

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At the prompt, press <ALT> and the <L> key, simultaneously. This activates the log utility. The following prompt will appear at the bottom of the screen:

Log File Name:

Enter filename (where filename is any name you want); press <Enter>. To capture the file that you want transferred, enter cat filename (where filename is the name of the file that you want transferred). The file will scroll across your screen. When the system prompt returns, press <ALT> and <L>, again. This turns off the log utility. Repeat this process to transfer as many files as you want, but be sure and change the filename for each file to be transferred. To retrieve your files, go to the DOS prompt on your PC (after logging off of uis1), and change directory into em220 (or em320).

cd \em220

Type dir to list all of the files in this directory. The last files should have a .log appended to the filename. These are the files that you transferred. You will need to delete the last line in each file.

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Appendix A

USER PROCEDURES - ADDENDUM

ACCESSING THE UIS DATA PROCESSING NETWORK
FROM THE REGIONAL OFFICES

The following procedures explain how to access the Unemployment Insurance Data Processing Network using the stand-alone systems.

1. These procedures assume that you are using the OIRM-supplied IBM-compatible PCs. If your Main Menu includes the option, Connect to CSN, select that option.

If the Main Menu does not include this option, exit the Main Menu and return to stand-alone mode, running DOS. At the DOS prompt, type `cd \em220`, then type `em`. This will execute the terminal emulation application. Follow the remaining steps.

2. After selecting the Connect to CSN option, or executing `em` at the DOS prompt, the following display will appear at the bottom of your screen:

VT220 7 80 7 ONLINE ALT H=HELP ALT X=EXIT ARROWS

3. To see if the em220 parameters are set correctly, press `<F3>`. An EM220 MAIN SETUP MENU will appear on your screen. Your set-up screen should match the options displayed on the EM220 SETUP page, shown earlier. Use the arrow keys to move the cursor from option to option on your screen, and after setting the correct options, save the new set-up by pressing `<F2>`. Exit the menu by pressing `<F1>`.

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4. To dial out, press the <ALT> and <p> keys. This will display the MODEM DIALER screen. After the NUMBER TO DIAL: prompt appears, type in the uis1 phone number (example: 82022197424) and press <F3>. You will get the following message:

Dialing... (Press ALT A to abort)

The system will return you to the initial em220 screen after it makes the connection with UIS1. Press <Enter> several times until the uis1 login: prompt appears. After the login: prompt, type in your user id and press <Enter>. The next prompt will ask for your password; type your password and press <Enter>.

You should now be logged into the UIS1 National Office machine. Your prompt will look similar to this:

uis1:/\$HOME/login>>

(where \$HOME is replaced by your
home directory path)
i. e. uis1:/homedir3/r2mantle>>

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Tables & Data Elements

Appendix B

The Regional Monitoring System uses several related tables. The database schema specifically defines the data elements in each table. This appendix provides the database schema. Note that the Regional Monitoring System shares some tables with other automated systems using the UI database. The tables included here are:

- Regional Office Disposition Table (br_disp)
- Regional Office Exceptions Table (br_excep)
- Regional Office Audit Table (br_audit)
- Regional Office Comments Table (br_comments)
- Regional Office Requirement Codes Table (br_reqcodes)
- Permission Codes Table (bn_perms)
- Batch Table (bn_batch)
- State Name and Region Table (g_state)

The last section of this appendix provides information on common data elements and differences among State, Regional and National Databases.

REGIONAL OFFICE DISPOSITION TABLE (br_disp)

(robatch) Name: Batch Number

Short Name: Batch #

Definition: A number provided as output from computer program that selects all sample cases - indicates calendar year and week during which the case was selected for review. This number is the same as the Batch number for the case in the State.

Field Size: 4 Digits

Type: Smallint

Edits:- Must be YYWW format: YY = 00-99, WW = 01-53
- WW 01 always 1st Saturday in January of each year

Entry Method: Assigned by the QC software

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REGIONAL OFFICE DISPOSITION TABLE (br_disp)

(roseq) Name: Sequence Number

Short Name: Seq #

Definition: This number identifies the location of the case in the batch. It is a primary key in the database when combined with Batch Number and Case Type.

Field Size: 2 Digits

Type: Small Integer

Edit: -Must be greater than 0

Entry Method: Assigned by the QC software

(rostate) Name: FIPS State Abbreviation Code

Short Name: State Code

Definition: The unique combination of two alpha characters which identify each State, the District of Columbia, Puerto Rico, and the Virgin Islands.

Field Size: 2 Characters

Type: Character

**Edits: -All FIPS State abbreviation codes, each SESA
unique**

Entry Method: Assigned by the QC software

(rocatyp) Name: Case Type

Short Name: Case Type

Definition: The code which identifies the type of case. Core QC cases are identified by "0" in the case type field.

Field Size: 1 Digit

Type: Small Integer

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REGIONAL OFFICE DISPOSITION TABLE (br_disp)

Edits: -Validation range set by SESA
 -Can be 0 - 9

Entry Method: Assigned by the QC software

(ro_s) Name: Serial Number

Short Name: Serial #

Definition: The unique number assigned to each case by
the State BQC software.

Field Size: 5 Digits

Type: Integer

Edits: -Must be greater than 0 (Zero)
 -Cannot be equal to a serial number assigned to
 any other case

Entry Method: Assigned by the QC software

(rocase) Name: Regional Office Case Sequence Number

Short Name: Regional Case #

Definition: This is a sequentially indexed number
which tracks the cases selected by the Regional
Monitor.

Field Size: 5 Digits

Type: Integer

Edits: -The first two digits equal calendar year,
 e.g., 91, 92, 93
 -The last three digits equal the case's
consecutive number. 001 begins each year.

Entry Method: Assigned by the QC software

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REGIONAL OFFICE DISPOSITION TABLE (br_disp)

- (rd_1) Name: RO Sample Pulled ID
- Short Name: RO Sample Pull ID
- Definition: The login ID of the monitor who pulled the
 RO sample.
- Field Size: 8 Digits
- Type: Character
- Edits: -Must be the login ID (i.e., r10chew)
 -Cannot be greater than 8 characters
- Entry Method: Assigned by the QC software
- (rd_2) Name: Regional Sampling Date
- Short Name: RO Samp Date
- Definition: The most recent State supervisor signoff
 date selected in the sample.
- Field Size: 10 Digits
 (Positions 3 and 6 reserved for '/')
- Type: Date
- Edits: -MM/DD/YYYY format
- Entry method: Assigned by the QC software
- (rd_3) Name: RO Case Review ID
- Short Name: RO Case Review ID
- Definition: The login ID of the monitor who reviewed
 the case.
- Field Size: 8
- Type: Character
- Edits: -Must be the Login ID (i.e., r4jones)

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REGIONAL OFFICE DISPOSITION TABLE (br_disp)

Entry method: Assigned by the QC software

(rd_4)

Name: Review Date

Short Name: Review Date

Definition: The date the case was reviewed by the Regional Monitor.

Field Size: 10 Digits
(Positions 3 and 6 reserved for '/')

Type: Date

Edits: -MM/DD/YYYY format
-Default = NULL

Entry Method: Assigned by the QC Software

(rd_5)

Name: Mail or Onsite

Short Name: M or O

Definition: Identifies the type of review for the case. Case was reviewed On site or Mailed in for review.

Field Size: 1 Digit

Type: Character

Edits: -M = Mail
-O = Onsite

Entry Method: Manual or Assigned by QC Software

(rd_6)

Name: RO Closure ID

Short Name: RO Close ID

Definition: The login id of the monitor who closed the case.

Field Size: 8 Digits

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Type: Characters

Edits: Must be the Login ID

Entry Method: Assigned by the QC Software

(rd_7) Name: Regional Closure Date

Short Name: RO Close Date

Definition: The date that the Regional Office closed the case.

Field Size: 10 Digits

Type: Date

Edits: -MM/DD/YYYY format
-Default = NULL

Entry Method: Assigned by the QC Software

(rd_8) Name: Regional Sampling Date

Short Name: RO Samp Date

Definition: The most recent State supervisor signoff date selected in the sample.

Field Size: 10 Digits
(Positions 3 and 6 reserved '/')

Type: Date

Edits: MM/DD/YYYY (Integer Value is the number of days since December 31, 1988)

Entry method: Assigned by the QC software

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REGIONAL OFFICE EXCEPTIONS TABLE (br_excep)

(rostate) Name: FIPS State Alpha Code

Short Name: fips code

See Disposition Table

(rocase) Name: Regional Office Case Sequence Number

Short Name: Case #

See Disposition Table

(ex_1) Name: Exception Number

Short Name: Exception #

Definition: Consecutive Sequence number used to track the exceptions for each case.

Field Size: 2 Digits

Type: Small integer

Edits: 1-99 values

Entry Method: Assigned by QC software

(ex_2) Name: Requirement Code

Short Name: Req Code

Definition: The code which identifies the methodology/requirement to which the SESA did not adhere.

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REGIONAL OFFICE EXCEPTIONS TABLE (br_excep)

(a) Identification Series - The QC Unit did not identify an issue.

110 = The unidentified issue could potentially affect the key week.

120 = The unidentified issue could not affect the key week.

(b) Pursuit Series - The QC Unit did not pursue issues to a supportable conclusion.

210 = Obtain adequate facts from the employer.

220 = Obtain adequate facts from the claimant.

230 = Obtain adequate facts from third parties.

240 = Obtain adequate facts from SESA.

250 = Obtain a necessary rebuttal.

260 = Refer to another unit for pursuit.

270 = Other, not elsewhere classified.

(c) Resolution Series - The QC Unit did not properly resolve the issue.

310 = Issue a monetary redetermination.

320 = Issue a nonmonetary determination or redetermination.

330 = Issue a monetary redetermination consistent with written State law/policy.

340 = Issue a formal/informal nonmonetary determination or redetermination consistent with written State law/policy.

350 = Afford due process.

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REGIONAL OFFICE EXCEPTIONS TABLE (br_excep)

360 = Take other actions.

370 = Other, not elsewhere classified.

(d) Procedure Series - The QC Unit did not apply QC procedure correctly.

410 = Include documentation.

420 = Properly record information.

430 = Conduct original fact finding/verify facts, in person, or explain.

440 = Attend appeal hearings, or explain.

450 = Follow Interstate procedures, or explain.

460 = Account for all sampled cases/enter data into the system.

470 = Other, not elsewhere classified.

(e) Coding Series - The QC Unit did not code the case accurately.

510 = Process data accurately, careless.

520 = Process data accurately, misunderstanding.

(f) Other - Miscellaneous

900 = Grossly incomplete (case cannot be reviewed without significant improvement).

Field Size: 3 Digits

Type: Integer

Edits: -Default is NULL

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REGIONAL OFFICE EXCEPTIONS TABLE (br_excep)

-If ex_2 equals 110, 120, 210, 220, 230, 240, 250, 260 or 270, 310, 320, 330, 340, 350, 360, 370 or 380, then ex_3 must be equal to 010, 020, 030, 040, 050, 060, 070, 080 or 090, 110, 120, 130, 140, 150, 160, 170, 180 or 190, 210, 220, 230, 240 or 250

-If ex_2 equals 410, 420, 430, 440, 450, 460, or 470, then ex_3 must equal to 100, 200, 300, 400, 500, 600, 700, 800 or 900

-If ex_2 equals 510 or 520, then ex_3 must be equal to b1-b13, c1-c9, d1-d8, e1-e19, f1-f13, g1-g15, h1-h6 or e11-e18

-If ex_2 equals 900, then ex_3 must be equal to 000

Entry Method: Manual

(ex_3) Name: Issue/Point/DCI code

Short Name: IPD Code

Definition: This item provides the source of the requirement code. It identifies the methodology requirement code as an issue exception, a process exception, or a DCI exception.

(a) The Requirement exception relates to an ISSUE involving:
010 = Monetary eligibility

020 = Covered Employment

030 = Dependency

040 = Requalifying Wages/Work on Subsequent Benefit Year

050 = Seasonal Wage Credits

060 = Employed

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REGIONAL OFFICE EXCEPTIONS TABLE (br_excep)

070 = Separation, voluntary quit
080 = Separation, discharge
090 = Labor Dispute
110 = Work Refusal
120 = Removal of a disqualification
130 = Able to work
140 = Available for work
150 = Actively seeking work
160 = Other eligibility issues
170 = Between terms denial
180 = Issuance of Overpayment/Underpayment Actions
190 = Disqualifying wages
210 = Disqualifying income
220 = Fraud/Misrepresentation
230 = Employment Service (Job Service) Registration
240 = Alien Status
250 = Other issues, not elsewhere classified.

(b) The Requirement exception relates to an INVESTIGATIVE PROCESS involving:

100 = SESA Records
200 = Claimant Interviews
300 = Base Period Wage verifications

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REGIONAL OFFICE EXCEPTIONS TABLE (br_excep)

400 = Employer Separation statements

500 = Work Search, Union, Private Employment Agency Interviews/Verifications

600 = Other Income, Work and Earnings Verifications

700 = Agency Policy Statements

800 = Case Completion/Summary of Investigation

900 = Other process points, not elsewhere classified

(c) The Requirement exception relates to one of the DCI items.

b1 through b13	f1 through f13
c1 through c9	g1 through g15
d1 through d8	h1 through h6
e1 through e19	ei1 through ei8

(d) 000 Investigation grossly incomplete

Field Size: 3 Digits

Type: Character

Edits: -If ex_3 equals 010, 020, 030, 040, 050, 060, 070, 080 or 090, 110, 120, 130, 140, 150, 160, 170, 180 or 190, 210, 220, 230, 240 or 250, then ex_2 must be equal to 110 or 120, 210, 220, 230, 240, 250, 260 or 270, 310, 320, 330, 340, 350, 360, 370 or 380

-If ex_3 equals 100, 200, 300, 400, 500, 600, 700, 800 or 900, then ex_2 must be equal to 410, 420, 430, 440, 450, 460 or 470

-If ex_3 equals b1-b13, c1-c9, d1-d8, e1-e19, f1-f13, g1-g15, h1-h6 or ei1-ei8, then ex_2 must be equal to 510 or 520

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REGIONAL OFFICE EXCEPTIONS TABLE (br_excep)

-If ex_3 equals 000, then ex_2 must be equal to 900

-Default is NULL.

Entry Method: Manual

(ex_4) Name: Correct DCI Value

Short Name: Correct DCI Value

Definition: The DCI value which the Regional Office monitor determines to be correct.

Field Size: 10 Characters or Digits

Type: Can be characters or numbers or symbols.

Edits: -Can be characters or numbers 0 through 9
-If the value is a date, then characters 3 and 6 will be reserved for "/" symbol
-NULL, if exception is not a DCI item
-Default is NULL

Entry Method: Manual

(ex_5) Name: Disposition Code

Short Name: Disp Code

Definition: The code which reflects the status of the exception.

Field Size: 1 Digit

Type: Small Integer

Edits: -Must be 1, 2, 3, 4, or 5

Entry Method: Assigned by the software or recorded by Automatic DCI checking (if DCI exception)

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REGIONAL OFFICE EXCEPTIONS TABLE (br_excep)

- (ex_6) Name: RO Detection ID
- Short Name: RO Detect ID
- Definition: The login ID of the Regional Monitor who detected the exception.
- Field Size: 8 Digits
- Type: Character
- Edits: Must be Login ID (i.e., R10Chew)
- Entry Method: Assigned By the QC software
- (ex_7) Name: Exception Resolution Date
- Short Name: Exception Resolution Date
- Definition: The date the exception was resolved.
- Field Size: 10 Digits
- Type: Date
- Edits: -MM/DD/YYYY format
- Entry Method: Assigned By the QC software
- (ex_8) Name: RO Resolved ID
- Short Name: RO Resolved ID
- Definition: The ID of the monitor who resolved the exception.
- Field Size: 8 Characters
- Type: Character
- Edits: Can not be greater than 8 characters

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REGIONAL OFFICE EXCEPTIONS TABLE (br_excep)

Entry Method: Assigned By the QC software

(ex_9)

Name: Error Issue Index

Short Name: Error Issue Index

Definition: Internal Index key from the error issue table.

Field Size: 2 digits

Type: Smallint

Edits: Must be greater than zero

Entry Method: Assigned by the System Software

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REGIONAL OFFICE AUDIT TABLE (br_audit)

(robatch) Name: Batch Number

Short Name: batch #

See Disposition Table

(roseq) Name: Sequence Number

Short Name: seq #

See Disposition Table

(rostate) Name: FIPS State Alpha Code

Short Name: fips code

See Disposition Table

(rocatyp) Name: Case Type

Short Name: Case Type

See Disposition Table

(roidx) Name: Reopen Index

Short Name: Reopen Index

Definition: Internal key entered by the QC software.

Field Size: 1 to 5 digits

Type: Smallint

Edits: -Must be greater than zero

Entry Method: Assigned by the QC software

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REGIONAL OFFICE AUDIT TABLE (br_audit)

(eidx) Name: Error Issue Index

 Short Name: Error Issue Index

 Definition: Internal Index key from the error issue table

 Field Size: 2 digits

 Type: Smallint

 Edits: Must be greater than zero

 Entry Method: Assigned by the system software when case is reassigned

(ro_s) Name: Serial Number

 Short Name: Serial #

 Definition: The unique number assigned to each case by the State BQC software.

 Field Size: 5 Digits

 Type: Integer

 Edits: -Must be greater than 0 (zero)
 -Cannot be equal to a serial number assigned to any other case

 Entry Method: Assigned by the QC Software

(re_1) Name: State Reopen Case Date

 Short Name: State Reopen Case Date

 Definition: The current system Date/Time (year to minute) entered by the QC software when the reopen code is 3, 4, or 5.

 Field Size: 16 Digits

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REGIONAL OFFICE AUDIT TABLE (br_audit)

Type: Date/Time

Edits: -Date/Time Stamp (Year to Minute)

Entry Method: Assigned By the QC Software

(re_2)

Name: State DCI Code

Short Name: State DCI Code

Definition: The DCI code changed by the State.

Field Size: 3 Digits

Type: Character

Edits: none

Entry Method: Manual

(re_3)

Name: Old State DCI Value

Short Name: Old DCI value

Definition: The DCI value before changed by the State.

Field Size: 3 Digits

Type: Character

Edits: None

Entry Method: Manual

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REGIONAL OFFICE AUDIT TABLE (br_audit)

(re_4) Name: New State DCI Value

Short Name: New DCI Value

Definition: The DCI value after it was changed by the State.

Field Size: 10 Digits

Type: Character

Edits: None

Entry Method: Manual

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REGIONAL OFFICE COMMENTS TABLE (br_comments)

(rostate) Name: FIPS State Abbreviation Code

Short Name: State code

See Disposition Table

(rocase) Name: Regional Office Case Sequence Number

Short Name: RO Case #

See Disposition Table

(error_num) Name: Exception Number

Short Name: Exception #

Definition: Consecutive sequence number that tracks the exceptions for each case.

Field Size: 2 Digits

Type: Small Integer

Edits: None

Entry Method: Assigned By QC software

(tablename) Name: Table Name

Short Name: Table Name

Definition: The name of the table to which the comments belong (br_disp, br_excep).

Field Size: 10

Type: Character

Edits: None

Entry Method: Manual

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REGIONAL OFFICE COMMENTS TABLE (br_comments)

(commts) Name: Comments

Short Name: Comments

Definition: General or exception comments for the case.

Field Size: 420 (6 Lines)

Type: Character

Edits: None

Entry Method: Manual

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REGIONAL OFFICE REQUIREMENT CODES TABLE (br_reqcodes)

(code_flag) Name: Requirement Code Flag

Short Name: Code Flag

Definition: Code which indicates whether the Requirement code is associated with an issue code within the table.

Field Size: 1 digit

Type: Character

Edits: "D" = Description of requirement code
"C" = Description of Issue/Point/DCI code

Entry Method: Database Administrator

(req_code) Name: Requirement Code

Short Name: Req Code

Definition: The code used to classify investigative inadequacies and inconsistencies with uniform QC requirements as found in ET Handbook No. 395. These codes fall into several categories (series): Identification, Pursuit, Resolution, Procedures, and Coding.

Field Size: 3

Type: Integer

Edits: Must be Numeric Values

Entry Method: Database Administrator

(issue_code) Name: Issue/Point/DCI code

Short Name: Issue/Point/DCI code

Definition: Issue code used to classify the type of eligibility issue related to the exception found.

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REGIONAL OFFICE REQUIREMENT CODES TABLE (br_reqcodes)

Point code - used to classify the type of required QC process or activity that relates to the exception found.

DCI code - used to classify the data element which was entered incorrectly.

Field Size: 3 digits

Type: Character

Edits: Can be Numeric and Character

Entry Method: Database Administrator

(req_issue_desc) Name: Description of Requirement/Issue/Point/
DCI code

Short Name: Req/Issue Description

Definition: Description of the requirement code if the code_flag is equal to "D". Description of the Issue, Point, or DCI code if the code_flag is equal to "C".

Field Size: 125 digits

Type: Character

Edits: None

Entry Method: Database Administrator

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REGIONAL OFFICE PERMISSION CODES TABLE (bn_perms)

(login_id) Name: Login Id

Short Name: Login ID

Definition: The login Id of the National or Regional User.

Field Size: 8 digits

Type: Character

Edits: Can only be 8 digits long.

Entry Method: Database Administrator

(table_flag) Name: Table flag

Short Name: Table Flag

Definition: Contains the Region Number if the Login Id is that of a Regional User. Otherwise, it is NULL.

Field Size: 2 Digits

Type: Small Integer

Edits: None

Entry Method: Database Administrator

(lname) Name: Last Name

Short Name: Last Name

Definition: The Last Name of the Regional or National User.

Field Size: 20

Type: Character

Edits: None

Entry Method: Database Administrator

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REGIONAL OFFICE PERMISSION CODES TABLE (bn_perms)

(fname) Name: First Name

Short Name: First Name

Definition: The first name of the Regional or National User.

Field Size: 15

Type: Character

Edits: None

Entry Method: Database Administrator

(office_location) Name: Office Location

Short Name: Office Location

Definition: The location where the user resides.

Field Size: 20

Type: Character

Edits: None

Entry Method: Database Administrator

(gr_flag) Name: Grant/Revoke Flag

Short Name: G/R Flag

Definition: The code which indicates whether the permissions are to be granted or revoked.

Field Size: 1

Type: Character

Edits: None

Entry Method: Database Administrator

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REGIONAL OFFICE PERMISSION CODES TABLE (bn_perms)

(bqc_flag) Name: BQCSYS Flag

Short Name: BQCSYS Flag

Definition: The code which indicates if the permissions are to be granted for BQCSYS or not.

Field Size: 1

Type: Character

Edits: None

Entry Method: Database Administrator

(perms) Name: Permissions

Short Name: Perms

Definition: The integer which indicates the permissions to grant or revoke the user. Permissions are: ALL, DELETE, SELECT, UPDATE, INDEX, ALTER, INSERT.

Field Size: 5

Type: Integer

Edits: None

Entry Method: Database Administrator

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REGIONAL OFFICE BATCH TABLE (bn_batch)

(batch) Name: Batch Number

Short Name: Batch #

Definition: Number from the computer program that selects sample cases which indicates the calendar year and week (YYWW) during which the cases were selected for review.

Field Size: 4

Type: smallint

Edits: -Must be YYWW format
 -YY = 00-99, WW = 01-53
 -WW 01 always 1st Saturday in January of each year

Entry Method: Database Administrator

(random_number) Name: Random Number

Short Name: Random Number

Definition: Random number

Field Size: 8 before and 6 after decimal

Type: Decimal

Edits: None

Entry Method: Database Administrator

(start_date) Name: Start Date

Short Name: Start Date

Definition: Start Date for Batch

Field Size: 10

Type: Date

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REGIONAL OFFICE BATCH TABLE (bn_batch)

Edits: None

Entry Method: Database Administrator

(end_date) Name: End Date

Short Name: End Date

Definition: End Date for Batch

Field Size: 10

Type: Date

Edits: None

Entry Method: Database Administrator

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STATE NAME AND REGION TABLE (g_state)

(st) Name: FIPS State Abbreviation Code

 Short Name: State code

 Definition: The unique combination of two alpha characters which identify each state, the District of Columbia, the Virgin Islands, and Puerto Rico.

 Field Size: 2 Digits

 Type: Character

 Edits: -All FIPS State abbreviation codes, each SESA unique

 Entry Method: Database Administrator

(st_name) Name: State Name

 Short Name: State Name

 Definition: The full name of the state

 Field Size: 25 Digits

 Type: Character

 Edits: None

 Entry Method: Database Administrator

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STATE NAME AND REGION TABLE (g_state)

(region) Name: Region

 Short Name: Region

 Definition: The number associated with the Region.

 Field Size: 2 Digits

 Type: Character

 Edits: -Can be 1 to 10

 Entry Method: Database Administrator

(flag) Name: Flag

 Short Name: Flag

 Definition: To be determined

 Field Size: 1 digit

 Type: Character

 Edits: None

 Entry Method: Database Administrator

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REGIONAL ACCESS TO INFORMATION CONTAINED IN STATE DATA TABLES

Regional Staff have access to most of the data contained in the all tables generated by the States in their Region. The master, assign date, reopen, error issue, comparison, and batch tables are all available with little or no differences from the actual State's copy of the table. Only the table names have been changed to identify the Region. These Regional versions of the tables start with a prefix, and an underscore followed by the table name. The name of the BQC master table for Region 4 would be "br4_master". The prefix has the following meaning: "b" indicates that the table is a BQC table, "r4" indicates that the table is a Region 4 table, and is followed by an underscore "_" and the table name.

For more detailed definitions and specifications of the State Data Tables and data elements please refer to Appendix D in ET Handbook No. 400, Benefits Quality Control ADP Users Guide. Below are listed the differences between the State version of the Data Tables and the Regional version.

br*_master - The Regional version of the State master table does NOT include the following fields:

ssn = Social Security Number
ma1 = Case Modifications User Identification Number
ma2 = Last Modification Date

br*_asigndate - The Regional version of the State asigndate table has this field:

(aState) = State FIPS Abbreviation Code

Short Name: State Code

Definition: The unique combination of two alpha characters which identify each State, the District of Columbia, Puerto Rico, and the Virgin Islands.

Field Size: 2 Characters

Type: Characters

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Edits: All FIPS State abbreviation codes, each
SESA unique

Entry Method: Assigned by Data Pick-up routine software

br*_reopen - The following field is in the Regional version of
the State reopen table:

(rState) = State FIPS Abbreviation Code

Short Name: State Code

Definition: The unique combination of two alpha
characters which identify each State, the District of
Columbia, Puerto Rico, and the Virgin Islands.

Field Size: 2 Characters

Type: Characters

Edits: All FIPS State abbreviation codes, each
SESA unique

Entry Method: Assigned by Data Pick-up routine software

br*_errisu - The Regional version of the State error issue
table has the following field:

(eState) = State FIPS Abbreviation Code

Short Name: State Code

Definition: The unique combination of two alpha
characters which identify each State, the District of
Columbia, Puerto Rico, and the Virgin Islands.

Field Size: 2 Characters

Type: Characters

Edits: All FIPS State abbreviation codes, each
SESA unique

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Entry Method: Assigned by Data Pick-up routine software

br*_comparison - The following field is on the Regional
version of the State comparison table:

(cState) = State FIPS Abbreviation Code

Short Name: State Code

Definition: The unique combination of two alpha
characters which identify each State, the District of
Columbia, Puerto Rico, and the Virgin Islands.

Field Size: 2 Characters

Type: Characters

Edits: All FIPS State abbreviation codes, each
SESA unique

Entry Method: Assigned by Data Pick-up routine software

br*_batch - All fields on the Regional batch table are the
same as those on the State batch table.

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